

MEDWAY COUNCIL

COUNCILLOR CONDUCT COMPLAINT FORM

Before you submit your complaint

You can only submit a complaint against a Councillor or a Co-opted Member of a Committee when they are acting in their capacity as a Councillor or a Co-opted Member. This includes whenever they conduct the business of the Council, or act, claim to act, or give the impression they are acting, in their official capacity as a representative of the Council.

We would like to see if there is a way to resolve your complaint informally before you submit a formal complaint.

Please therefore contact the Monitoring Officer at Medway Council. The Monitoring Officer is a senior officer with a legal background who can advise you and explain the complaints process to you. Contact details are:

Telephone: 01634 332158

Email: jan.guyler@medway.gov.uk

If, having spoken to the Monitoring Officer, you still wish to make a formal complaint please complete this form as fully as possible:

1. Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their Council:

Title	First name	Last name	Council or authority name

2. Please provide us with a summary of your complaint



3. Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	

4. Please tell us which best describes you:

- Member of the public
- Councillor or a co-opted member
- Member of Parliament
- Council officer
- Other
(.....)

How will we deal with your complaint

You can find full details about how we deal with complaints about a Councillor in our Process [\[link\]](#) and the flowchart [\[link\]](#)

In summary there are four main stages to our process;

- 1. Screening** - when the Councillor Conduct Committee will look at what you say has happened against a set of published criteria and decide whether it can be informally resolved or should be further investigated.
- 2. Investigation** - where we will ask someone to investigate your complaint in more detail and produce a report. This is likely to be by correspondence
- 3. Independent Review** - where we will ask someone unconnected to the Council called the Independent Person to review the information we have collected and to give us their independent opinion on how we should proceed.
- 4. Conclusion**- where we will decide whether the Member has breached the Code of conduct and what action to take.

At each stage we will be looking to quickly and informally resolve your concern.

You can expect:

- An acknowledgement of your written complaint within 5 working days from the Monitoring Officer.
- That the Monitoring Officer will inform the subject Member that a complaint has been received (unless to do so would prevent proper consideration of the complaint)
- That you will be kept informed about the progress of your complaint.

Details we would like from you

Please explain in this section (and/or on separate sheets) in detail what the member has done that you believe breaches the Code of Conduct:

- You should be specific, wherever possible, about exactly what you are alleging the member said or did. For instance, instead of writing that the member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide information setting out why you believe the Councillor or the Co-opted Member of a Committee was acting in their capacity as a Councillor or a Co-opted Member. Having considered your complaint, if it is decided that the Councillor or a Co-opted Member was acting in a personal capacity, then your complaint will not be pursued because this would not amount to a breach of the Code of Conduct.
- You should provide any other relevant background information.

Additional Help

Complaints must be submitted in writing which includes email. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

If you need any support in completing this form, please let us know as soon as possible.

For advice about the process we will follow please contact:

Jan Guyler
Monitoring Officer
Medway Council
Gun Wharf
Dock Road
Chatham
Kent ME4 4TR

01634 332158

jan.guyler@medway.gov.uk