



COUNCILLOR COMPLAINT FORM

Your details

1. Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	
Signature:	
Date of complaint:	

Your address and contact details will not usually be released unless it is necessary to deal with your complaint.

However we will tell the following people that you have made this complaint:

- the Councillor you are complaining about
- the Parish or Town Clerk (if applicable)
- Independent Person/Independent Standards Assessor

We will tell them your name and give them a copy of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it.

All decisions in relation to complaints will be made available on the [council's website](#).

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- An independent member
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other ()

Making your complaint

When you submit your complaint we will write to you to let you know we have received it within 5 working days.

Full details of the procedure can be found at <https://www.basingstoke.gov.uk/councillor-code-of-conduct>

Your complaint should be made to the Monitoring Officer by

- Post:
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
RG21 4AH
- Telephone: 01256 845475
- Email: Monitoring.officer@basingstoke.gov.uk

How should I set out my complaint?

It is very important that you set your complaint out fully and clearly, and provide all the information at the outset. You should also provide any documents or other material that you wish to be considered, where possible.

We recommend that you use our complaint form (and continue on separate sheets if necessary). In the summary you should tell us exactly what each person you are complaining about said or did that has caused you to complain. If you are sending supporting documentation please cross-reference it against the summary of your complaint. You do have to demonstrate that you have reasonable grounds for believing that the Councillor(s) complained about has breached the Code of Conduct.

3. Please provide us with the name of the Councillor(s) you believe have breached the Code of Conduct and the name of their authority:

Title	First name	Last name	Council or authority name

4. Please explain in this section (or on separate sheets) what the Councillor has done that you believe breaches the Code of Conduct. If you are complaining about more than one Councillor you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account for example:

- You should be specific wherever possible about exactly what you are alleging the Councillor said or did. For instance, instead of writing that the Councillor 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 any relevant background information

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

5. Remedy

- A formal letter of censure to the Councillor found to have breached the code
- Formal censure through motion of the Borough Council or the Parish/Town Council
- Report findings to a meeting of Full Council (or Parish /Town Council) for information and recommending that the Councillor found to have breached the code makes a public apology at that meeting
- Request the Councillor found to have breached the code to remove themselves from a particular Committee(s)
- Publicise the decision of the Standard Sub Committee

Additional Help

6. Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Equality Act 2010, 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 the Monitoring Officer know as soon as possible.

Please refer to the Guidance Notes available online for more information

- Your complaint must be about one or more named members of the following authorities:
 - Basingstoke and Deane Borough Council
 - Ashford Hill with Headley Parish Council
 - Ashmansworth Parish Council
 - Baughurst Parish Council
 - Bramley Parish Council
 - Burghclere Parish Council
 - Candovers Parish Council
 - Chineham Parish Council
 - Cliddesden Parish Council
 - Dummer Parish Council
 - East Woodhay Parish Council
 - Ecchinswell, Sydmonton and Bishops Green Parish Council
 - Ellisfield Parish Council
 - Hannington Parish Council
 - Hartley Wespall Parish Council
 - Herriard Parish Council
 - Highclere Parish Council
 - Hurstbourne Priors Parish Council

Kingsclere Parish Council
Laverstoke and Freefolk Parish Council
Mapledurwell and Up Nately Parish Council
Monk Sherborne Parish Council
Mortimer West End Parish Council
Newnham Parish Council
Newtown Parish Council
North Waltham Parish Council
Oakley and Deane Parish Council
Old Basing and Lychpit Parish Council
Overton Parish Council
Pamber Parish Council
Preston Candover and Nutley Parish Council
Rooksdown Parish Council
Sherborne St John Parish Council
Sherfield on Loddon Parish Council
Sherfield Park Parish Council
Silchester Parish Council
St Mary Bourne Parish Council
Steventon Parish Council
Stratfield Saye Parish Council
Tadley Town Council
Upton Grey Parish Council
Whitchurch Town Council
Wootton St Lawrence Parish Council

- Complaints about dissatisfaction with a decision or action of the authority or committee, a service provided by the authority or the authority's procedures do not fall within the jurisdiction of the Monitoring Officer. Complaints about the actions of people employed by the authority also do not fall within the jurisdiction of the Monitoring Officer.