

# COUNCILLOR CONDUCT COMPLAINT FORM



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

## 1. Please provide us with your name and contact details

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Daytime tel:</b>	
<b>Evening tel:</b>	
<b>Mobile tel:</b>	
<b>Email address:</b>	

## 2. Please tick the box which best describes you:

- Member of the public
- An elected or co-opted member of an authority
- An independent member of the standards committee
- Member of Parliament
- Local authority officer
- Other (please specify . . . . .)

### Making your complaint

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

Title	First name	Last 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 explain clearly what each individual 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 by the Initial Assessment Sub-Committee when it decides whether to take any action on your complaint. For example:*

- *Be specific, wherever possible about exactly what you are alleging the member said or did. For instance, if you are complaining about something said you should state what words were used.*
- *Specify which part(s) of the Code of Conduct you consider have been breached.*
- *You should provide the dates of alleged incidents wherever possible. If you do not know exact dates it is important to give a general timeframe.*
- *Confirm whether there were any witnesses to the alleged conduct and provide their names and contact details if possible.*
- *Always provide relevant background information.*
- *Provide relevant background for, or any documents that support, your allegation.*

Set out in this box the details of your complaint. If you use separate continuation sheets please state how many additional pages are attached . . .

If you are enclosing any documents to support your claim, please list them here.

Is there anybody who can help us with information about this matter? If so, please give their name(s) and contact details.

## **5 Confidentiality**

We will normally pass a copy of your complaint to the Councillor complained about so that he or she can comment. It is also in the interests of fairness and natural justice, that a Councillor complained about should have the right to know who has made the complaint and what it is. Your complaint will also go to the Council's Monitoring Officer (the Monitoring Officer at the Royal Borough of Kensington and Chelsea is the Chief Solicitor and she has a statutory responsibility to ensure that the Council acts in a lawful manner, and that it does not do anything which might cause maladministration, or injustice to any individual); and to the Initial Assessment Sub-Committee of the Standards Committee (which is chaired by an independent person). We will not, however, circulate it more widely at this stage. If the Initial Assessment Sub-Committee decides that the complaint should be investigated, it will then be circulated as is necessary for the investigation.

In very exceptional circumstances, we may withhold your name and give the Councillor concerned only a summary of the complaint. We would only do this if we have a good reason to believe that to give your name or full details of the complaint would be contrary to the public interest or would prejudice any investigation.

If you believe that there is justification for withholding your name or any details of the complaint, please set out the reasons here and which details need to be kept confidential.

Please note that requests for confidentiality or requests for suppression of complaint details will be considered by the Initial Assessment Sub-Committee alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important to understand that in exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

**6. Additional Help**

Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with 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.

If you need any support in completing this form, please let us know as soon as possible (see contact details below)

**Please sign and date this form**

Signature: . . . . .

Print full name: . . . . .

Date: . . . . .

*Please send the completed form to Robert Sheppard, Head of Governance Services, at:*

*Kensington Town Hall  
Hornton Street  
Kensington  
London W8 7NX*

*Telephone: 020 7361 2265  
Fax: 020 7361 2764  
Email: [robert.sheppard@rbkc.gov.uk](mailto:robert.sheppard@rbkc.gov.uk)*