



Complaints Form

Alleged Breaches of the Members' Code of Conduct

V1. 2 May 2018

Introduction

You can complain to the Council's Monitoring Officer that a Councillor has not observed the statutory Code of Conduct for Members.

When making a complaint relating to the Code of Conduct the complaint must state why you think a District Councillor or a Councillor of a Parish/Town Council has not followed the Code of Conduct.

The Monitoring Officer can only deal with complaints about the behaviour of a member of the District Council or a member of one of the Parish or Town Council's within Blaby District. He will not deal with complaints about matters that are not covered by the Councillors' Code of Conduct such as standards of Council service. The Monitoring Officer can decide to refer complaints to the Council's Standards Committee.

If you wish to make a complaint about a Blaby District Council service please refer to the Council's own complaint form which is available online, on request or from the Council Offices. In the case of a complaint about a Parish/Town Council service please contact the Parish/Town Council Clerk.

For further details of the bodies covered and information on making your complaint please see the guidance note titled "Complaints regarding Alleged Breaches of the Member's Code of Conduct (Standards Complaint)".

Before making a complaint it is advisable to contact the Monitoring Officer or the relevant Parish Clerk as they may be able to assist you in understanding what issues are covered by the Code or where matters may be dealt with more informally.

Please note Members is another name for Councillors and includes co-opted Members.

1. Who is your complaint about?

Please tick one

District Councillor

Parish/Town Councillor

Name of the Authority i.e. Parish/Town Council:

2. About you

Title:	
First Name	
Last Name	
Address	
Daytime Telephone	
Mobile Telephone	
Email Address	

3. Which best describes you?

Please tick one

	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 Monitoring Officer
	Other Council Officer or Authority employee

4. Name of the Member (s) your complaint relates to

Title	First Name	Last Name	Authority Name

5. Details of your complaint

For help on completing this section please see the guidance note page 4, continue on to a separate sheet if necessary.

6. Confidentiality

Only complete this section if you are requesting that your identity or details of your complaint be kept confidential – for an explanation please see the guidance note pages 4 and 5

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint

7. Additional Help

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

The Council 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. You should initially contact the Council's Monitoring Officer (whose contact details are given below) who will try to arrange appropriate assistance for you.

.....
Signed

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Dated

This form once completed should be sent in an envelope marked "Code Complaint -Confidential" along with any supporting documents, to:

The Monitoring Officer
Blaby District Council
Council Offices
Narborough
Leicester
LE19 2EP
Telephone 0116 272 7569
Fax 0116 272 7600

Privacy Notice

Blaby District Council (BDC) is the data controller collecting this personal information from you. BDC can be contacted by telephone on 0116 275 0555 or email customer.services@blaby.gov.uk

Council Service	Complaints about Councillors
The information we are collecting from you	Name, address, contact information, details of your complaint which may include information about you.
Why we use it	To consider your complaint regarding a Member of the Council or a Parish Council for alleged breach of the Member's Code of Conduct.
Why we are allowed to use your information	We are allowed to use your information because it is necessary for the performance of a task carried out in the public interest, or so that we can undertake our official duties relating to the Members Code of Conduct set out in the Local Government Act 2000.
Who we may share it with	Information may be shared with independent persons (external individuals appointed to investigate complaints) or the police as part of investigations, the relevant Parish Clerk and Blaby District Councils Monitoring Officer. We may also share your information with other regulatory or law enforcement bodies where it is lawful to do so.

We do not use computers to make any decisions about you, and we do not send your information to other countries.

How long we keep your information, depends on why we need it, but we will only keep information for as long as there is a legal or business need for us to do so. You can find out how long we keep information for in our Records Retention Schedule available on the Council's website.

You have a number of legal rights in respect of your personal data which are: the right to be informed about how it is being used and why; the right the right of access to it to check that we are acting lawfully and, in some cases, the right to rectify it or to have it erased; the right to restrict our processing of it; the right of data portability; and the right to object to automated decision taking.

Contact us

If you have any questions about the way in which Blaby District Council handles your personal information, or want to raise a concern, you may contact:

Name: Louisa Horton, Data Protection Officer

Telephone: 0116 275 0555

Email: gdpr@blaby.gov.uk

You can also contact the Information Commissioner's Office (The ICO) to find out more about your rights as a data subject (a person that we hold personal data about) if you think there is a problem by email to casework@ico.org.uk or by telephone on 0303 123 1113. You can also visit the ICO's website www.ico.org.uk