

COMPLAINT ABOUT A MEMBER OR CO-OPTED MEMBER OF A PARISH OR TOWN COUNCIL

Important Note

This complaint form should only be used if you wish to make a complaint to the Borough Council that a Member or Co-opted Member of a Parish or Town Council within the Borough of Dacorum has breached their Council's Code of Conduct for Members. If you wish to make a complaint that a Member or Coopted Member of Dacorum Borough Council has breached the Borough Council's Code of Conduct for Members there is a separate form for that purpose.

1. Your Details

Please provide us with your name and contact details:

Title:	
First Name:	
Surname:	
Address:	
Daytime telephone	
Evening telephone	
Mobile telephone	
Email address	

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

However, we will tell the Member(s) you are complaining about. We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it, particularly if the complaint proceeds to an investigation. If you have serious concerns about your name and a summary or details of your complaint being released to the Member you are complaining about, please complete section 4 of this form.

Please tell us which complainant type best describes you:

Member of the public
An elected or co-opted member of an authority
Member of Parliament
Local authority monitoring officer
Other Council officer or authority employee
Other (<i>please state</i>)

2. Equalities Monitoring

Gender	Male	Fer	nale		
Ethnicity	White British	Wh	ite Irish	White Other (please state)	
Asian British/Asian:	Indian	Pał	kistani	Bangladeshi	
Black British/Black:	Caribbean	Afri	ican		
Mixed Race:	White/Asian		iite/Black ican	White/Black Caribbean	
	Other (please state)				
	Chinese				
	Other Ethnic Group: (please state)				

3. Making your complaint

Please provide us with the name of the Member(s) you believe has/have breached the Code of Conduct for their Parish or Town Council.

Title	First Name	Surname		

Please provide the name of their Parish or Town Council.

Name of Council: _____

Please explain in this section (or on separate sheets) what the Member has done that you believe breaches the Code of Conduct. If you are complaining about more than one Member you should clearly explain what each individual Member has done that you believe breaches the Code of Conduct for their Parish or Town Council. If possible, you should refer to the particular paragraph(s) of the Code which you allege have been breached.

A copy of the Parish or Town Council's Code of Conduct can be obtained from the Parish or Town Clerk if it is not available from their Council's website. The contact details for the Parish and Town Clerks can be found in section 8 of this form.

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer or the Standards Committee when they decide whether to take any action on your complaint. For example:

- 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 any relevant evidence or 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.

4. Confidentiality

ONLY COMPLETE SECTION 4 IF YOU ARE REQUESTING THAT YOUR IDENTITY IS KEPT CONFIDENTIAL

In the interests of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that disclosure at this stage would harm the prospects of your complaint being investigated properly.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer will consider the request 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 certain 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.

If your complaint is dealt with by the Standards Committee at a hearing after an investigation, you may be asked to attend as a witness.

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

5. Additional Help

You must submit your complaint in writing using this form and sign the declaration at section 6. 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 us know as soon as possible.

6. Declaration

Please consider the complaint I have described above and the evidence or background information attached.

*I understand and accept that my name and a summary of my complaint will be disclosed to the Member(s) I am complaining about.

Signature:

Date:

*If you have serious concerns about your name being disclosed to the Member(s) you are complaining about please complete section 4 of this form.

7. Who to send this form to

When completed this form must be returned to:

Steven Baker Monitoring Officer Dacorum Borough Council Civic Centre Hemel Hempstead, Herts HP1 1HH

or emailed to:

steve.baker@dacorum.gov.uk

or faxed to:

01442 228746

If you require any further assistance in completing this form you can contact the above named by letter or email or by telephoning 01442 228229.

8. Clerks to Parish and Town Councils in Dacorum

Aldbury Rachel M

Rachel Munro, 40 Stocks Road, Aldbury, Herts, HP23 5RU Tel: 01442 851226 E-mail: <u>rachelsmunro@gmail.com</u>

Berkhamsted Town Council

Gary Cox, Civic Centre, 161, High Street, Berkhamsted, Herts, HP4 3HD Tel: 01442 228945 E-mail: <u>Berkhamsted.towncouncil@dacorum.gov.uk</u> Website: <u>www.berkhamsted.gov.uk</u> **Bovingdon** Mike Kember, The Memorial Hall, High Street, Bovingdon, Herts, HP3 0HJ Tel: 01442 833036 E-mail: <u>bpc@dacorum.gov.uk</u> Website: <u>www.bovingdon.net</u>

Chipperfield

Joanne Deacon, 6 Myrtle Cottages, Sarratt, Herts, WD3 6AT Tel: 01923 263310 E-mail: <u>parishclerk@chipperfield.org.uk</u> Website: <u>www.chipperfield.org.uk</u>

Flamstead

Caroline Freer, Bridgford End, 127 Trowley Hill road, Flamstead, Herts, AL3 8DS Tel: 01582 841346 E-mail: <u>fpc@dacorum.gov.uk</u> Website: <u>www.flamsteadpc.org.uk</u>

Flaunden

Ken Lousvet, Bayholme, Flaunden Lane, Flaunden, Herts, HP3 0PQ Tel: 01442 833122 E-mail: <u>Flaundenparish@talktalk.net</u>

Great Gaddesden

Graham Cox, 106 Belmont road, Hemel Hempstead, Herts, HP3 9NX Tel: 01442 255483 E-mail: <u>greatgaddesden@btopenworld.com</u>

Kings Langley

Paul Dunham, charter Court, Vicarage Lane, Kings Langley, Herts, WD4 9HR Tel: 01923 261828 E-mail: <u>klpc@kingslangley-pc.gov.uk</u>

Little Gaddesden

Fiona McWilliams, November House, Hudnall Lane, Little Gaddesden, Herts, HP4 1QQ Tel: 01442 842795 E-mail: <u>parishclerk@littlegaddesden-parishcouncil.org.uk</u>

Markyate

Jennifer Bismire, Y2K Hall, Cavendish Road, Markyate, Herts, AL3 8PS Tel: 01582 840110 E-mail: <u>mpc@dacorum.gov.uk</u> Website: www.markyateparishcouncil.com

Nash Mills

Linda Sutton, Field View, 154 Hitchin Road, Stotfold, Herts, SG5 4JE Tel: 01462 735553 E-mail: <u>nash.mills@dacorum.gov.uk</u> **Nettleden with Potten End** Katrina Bond, Highcroft Cottage, Hempstead Road, Bovingdon, Herts, HP3 0HE Tel: 01442 834962 E-mail: <u>nettledenwithpottenendpc@yahoo.co.uk</u>

Northchurch

Yvonne Crocker, 116D High Street, Northchurch, Herts, HP4 3QN Tel: 01442 876911 E-mail: northchurch.parishcouncil@zen.co.uk

Tring Rural

Dawn Slade, Miswell Farm, Icknield Way, Tring, Herts, HP23 4JT Tel: 01442 824138 E-mail: <u>clerk@tringruralpc.org.uk</u> Website: <u>www.tringruralpc.org.uk</u>

Tring Town Council

Susan Johnson, The Market House, 61 High street, Tring, Herts, HP23 4AB Tel: 01442 827178 E-mail: <u>clek@tring.gov.uk</u> Website: <u>www.tring.gov.uk</u>

Wigginton

Claire Crouchley, Poynings, Northchurch Common, Berkhamsted, HP4 1LR Tel: 01442 863781 E-mail: <u>wpc@crouchleyp.freeserve.co.uk</u> Website: <u>www.wiggintonparish.co.uk</u>