

Making a complaint against a Harlow District Councillor

Use this form to make a complaint about the conduct of a Councillor of Harlow District Council. Do not use this form to make a complaint about a Council service.

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:	

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

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

- the Councillor(s) you are complaining about
- the monitoring officer of the authority

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. If you have serious concerns about

your name and a summary, or details of your complaint being released, please complete section 6 of this form.

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

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

Making your complaint

3. Please provide us with the name of the member(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 by the Monitoring Officer or the Sub-Committee when it decides whether to take any action on your complaint. 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.

Only complete this next section if you are requesting that your identity is kept confidential

5. 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:
- You will suffer harassment or violence
 - You have personal safety reasons; or
 - There are other serious implications for you or your family.

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:

Additional Help

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 us know as soon as possible contact 01279 446655.

6. Equality monitoring questions

The Public Sector Equality Duty means we need to:

- remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic
- take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low
- tackle prejudice
- promote understanding

We need to know our communities well through monitoring, mapping and listening; and promote good communications and reporting systems. We will use Equality Impact Assessments to help us plan actions which promote and enact the Duty and carry out regular monitoring and evaluation of our actions to check that we are doing so.

By carrying out this process we will be able to improve our understanding of our community and staff and bring the equalities agenda into every function of the Council.

To help us ensure that our Corporate Equality Policy is fully and fairly implemented (and for no other reason) please complete this section of the application form.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background

(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed

D. Black or Black British

Black Caribbean

Black African

Any other Black background

(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background

(please give details):

background

(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian
background

(please give details):

**F. I do not wish to provide
this information**

Gender:

Male

Female

Disability:

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

***Do you consider yourself
disabled?***

Yes

No

Age
Group:

16-17

18-25

26-
35

36-
45

46-55

56-
65

65+

Harlow Council understands that your privacy is important to you. The details you provide on this form will be kept private and confidential. However, if required by law some information may be shared with other organisations, normally we will inform you prior to sharing data. Also, some information may be shared internally with Internal Audit for administration and auditing.