

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: | |

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

- Member of the public
- An elected or co-opted member of an authority
- A member of the Standards Committee or an independent person who advises it
- Member of Parliament
- Local authority Monitoring Officer
- Other council officer or authority employee
- Other (please give details)

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

| Title | First name | Last name | Council or authority name |
|-------|------------|-----------|---------------------------|
| | | | |
| | | | |
| | | | |
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4. Please explain in this section 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 when he (acting in consultation with the Independent Person) 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 has conducted himself in a manner which could reasonably be regarded as bringing his office or the Authority into disrepute you, you should state what it was they said or did.
- 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.
- Remember the code only applies when someone is acting in their capacity as a Member. Explain why you think they were acting as a Member at the time.
- 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.
- Try to identify the provisions of the Code of Conduct which you think have been broken if you can.

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

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

The subject member will usually be told who the complainant is and will also receive details of the complaint. If you ask for your identity to be withheld this request will be considered by the Monitoring Officer and the Independent Person when they initially assess the complaint.

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

Signed: _____

Date: _____

Return address: The Monitoring Officer
Canterbury City Council
Council Offices
Military Road
Canterbury
Kent
CT1 1YW

Equality and Diversity Monitoring Form

Canterbury City Council has a legal duty to consider the needs of its diverse range of customers when designing and delivering services. Collecting the following information from you will help us to:

- Understand our diverse community
- Avoid discrimination
- Offer equal opportunities for all
- Provide equal access to services
- Deliver excellent services through understanding customers' needs

Although you do not have to give us this information, without it, Canterbury City Council will be limited in understanding the services you want and how they should be delivered.

If you do complete and return the form, under the Data Protection Act 2018 the council promises to:

- Use the information you provide to prepare anonymous statistical data to improve our services to the community.
- Not share your personal details with any other organisation.
- Keep your information safe and secure
- Delete the information once we have prepared our analysis.
- Ask for your permission if we want to use the details you have given us in any other way.

Age

What was your age on your last birthday?

years

Prefer not to say

Disability

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes

No

Prefer not to say

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.

Ethnicity

What is your ethnic group?

Choose one section from A to E, then tick one box to best describe your ethnic group or background.

A – White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

B – Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed/multiple ethnic background, write in

C – Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

D – Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black / African / Caribbean background, write in

E – Other ethnic group

- Arab
- Any other ethnic group, write in

- Prefer not to say

Religion or belief

What is your religion?

- No religion
- Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion, write in
- Prefer not to say

Sex (Gender)

What is your sex?

- Male
- Female
- Prefer not to say

Sexual orientation

What is your sexual orientation?

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Prefer not to say