COMPLAINT AGAINST A COUNCILLOR

If you want to make a complaint about a councillor you need to complete this form.

Councillors are your elected representatives and are subject to the Council's Code of Conduct. For your complaint to be considered by the Standards Committee, your complaint needs to explain how the councillor has broken the Code, for instance by misusing council resources. The Code of Conduct is on the Camden website.

If your complaint is about the provision of services by the council or how the council delivers those services, you need to use the council's general complaints procedure, rather than complain about an individual councillor.

If you are unsure who you should be addressing your complaint to you can contact the Council's Monitoring Officer to discuss it. His details are:

Andrew Maughan
Borough Solicitor
London Borough of Camden
Telephone: 020 7974 5656
Email: andrew.maughan@camden.gov.uk

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.

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

- ☐ Resident in the London Borough of Camden
- ☐ Member of the public not resident in Camden
- ☐ An elected or co-opted member of an authority
- ☐ Member of Parliament
- ☐ Council officer or authority employee
- ☐ Other (Please specify: _____)

Making your complaint

Your complaint will be considered by the Borough Solicitor (in consultation with the Council's Independent Person) within 20 working days. You will then be notified of his decision about whether your complaint will be investigated.

3. Please provide us with the name of the member(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 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 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 Borough Solicitor when he decides whether to investigate 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 he/she 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.

- You should say which parts of the Code you allege have been breached.

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 a very good reason.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Borough Solicitor 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.

Additional Help

6.   Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Equalities Act, 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.

Andrew Maughan
Monitoring Officer (on behalf of the Standards Committee)
London Borough of Camden
Town Hall
Judd Street
London WC1H 9LP

Telephone: 020 7974 5656
Email: andrew.maughan@camden.gov.uk

Equality monitoring questions

The London Borough of Camden is committed to equality and diversity. In order to monitor and ensure the effectiveness of this, you are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

Are you a Camden resident? ☐ Yes ☐ No

Gender: ☐ Male ☐ Female

Disability:

The Disability Discrimination Act (1995) defines a disabled person as someone with a 'physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability:

☐ Yes ☐ No ☐ Prefer not to say

Your age:

☐ 16-24 ☐ 25-34 ☐ 35-44

☐ 45-54 ☐ 55-64 ☐ 65+

☐ Prefer not to say

Religion:

☐ Buddhist ☐ Christian ☐ Hindu

☐ Jewish ☐ Muslim ☐ Sikh

☐ No religion or belief ☐ Other ☐ Prefer not to say

Sexuality:

☐ Bisexual ☐ Gay Man ☐ Gay Woman/Lesbian

☐ Heterosexual ☐ Other ☐ Prefer Not to Say

Ethnicity:

White	**Black or Black British**
☐ White British	☐ Black Caribbean
☐ White Irish	☐ Black African Congolese
☐ Albanian (Excluding Kosovan)	☐ African Nigerian
☐ Kosovan	☐ African Somalian
☐ Greek/Greek Cypriot	☐ Any other African Background
☐ Turkish/Turkish Cypriot	☐ Any other Black background

Mixed	**Asian or Asian British**
☐ Mixed White and African	☐ Indian
☐ Mixed White and Caribbean	☐ Pakistani
☐ Mixed White and Asian	☐ Bangladeshi
☐ Any other Mixed background	☐ Chinese
	☐ Any other Asian background

Other

☐ Other ethnic group

☐ Prefer not to say

ENDS