



Complaining about a Councillor's Behaviour

Complaint form

If you have any questions or difficulties filling in this form, for example – if English is not your first language or you have a disability – please contact us on **01795 417268**

If you would like hard copies or alternative versions of any document (i.e. large print, audio, different language) we will do our best to accommodate your request. Please contact Swale Borough Council at Swale House, East Street, Sittingbourne, Kent, ME10 3HT or telephone the Customer Service Centre on 01795 417850.

You can also email at monitoring@swale.gov.uk

Please note

- we can only accept complaints in writing
- one of our officers may contact you personally to go through the details of your complaint
- we are unlikely to be able to keep your identity confidential if you make a complaint

ABOUT YOU

title: Mr Ms Mrs Miss Councillor
Other (please specify) _____

first name _____ surname _____

address _____

_____ postcode _____

daytime telephone _____ evening telephone _____

email _____

Please consider the complaint I have described below and in the evidence attached. I understand and accept that the details will normally be disclosed to the member, particularly if the matter goes through to investigation.

signature _____ date _____

YOUR COMPLAINT

Who are you complaining about?

Please give the name of the councillor/s, member/s or co-opted member/s that you consider has broken the Code of Conduct and the name of their authority/ies. It must be either a member of Swale Borough Council or a member of one of the town and parish councils operating within Swale.

Name of the individual/s	Name of their authority/ies

Please tick here if you work for the authority/ies shown above

Please tick here if you are a member of the authority/ies shown above

WHAT ARE YOU COMPLAINING ABOUT?

Please provide us with as much information as you can about your complaint to help us to decide whether or not it should be investigated. Include the **date** and **details** of the alleged misconduct, and any information that supports the allegation.

We can only investigate complaints that a member has broken a local Code of Conduct (see section 3 of the information leaflet *Complaining about a Councilors Behaviour*). Continue on a separate sheet if there is not enough space on this form.

Cont.

Please keep this area clear

EVIDENCE (if this applies)

Please attach to this form copies of any correspondence, documents, names and details of witnesses, and any other evidence that you feel is relevant to your complaint. Please avoid sending us large amounts of background information that only relate indirectly to your complaint.

Please tick this box if you would like us to return the evidence to you.

Please send this form to:

The Monitoring Officer,
Swale Borough Council,
Swale House,
East Street,
Sittingbourne,
Kent ME10 3HT



The Race Relations Act 2000 requires us to monitor ethnic or national origin to ensure that we do not inadvertently discriminate against members of a particular group. It would, therefore, be helpful if you would complete the ethnic monitoring section of the form, although this is not compulsory.

The answers will be removed and kept entirely separate from your complaint and will be completely confidential. They will be used for statistical purposes only, in which individuals will not be identified.

Your ethnic origin

Asian or Asian British

Chinese

White British

Black or Black British

Mixed

White Other (please specify)

Other (please specify) _____