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| **COMPLAINT FORM****COUNCILLORS AND CO-OPTED MEMBERS**  |
| This form should only be used for complaints relating to an alleged breach of the [Members’ Code of Conduct](https://www.sheffield.gov.uk/your-city-council/councillors-expenses) by: |
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| * Sheffield City Councillors or a co-opted member of the Council
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| * Bradfield Parish Councillors
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| * Ecclesfield Parish Councillors
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| * Stocksbridge Town Councillors
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| Before completing this form you should read the [Procedure for Dealing with Complaints Regarding City Council, Parish and Town Councillors and Co-opted Members that](https://www.sheffield.gov.uk/sites/default/files/2024-02/part_5b_-_monitoring_officer_protocol_standards_compaint_procedure_febeuary_2024.pdf) sets out how we will deal with your complaint. |
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| **1.** | **Your Details** |
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| Please provide us with your name and contact details: |
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| Title: |  |
| First Name: |  |
| Last Name: |  |
| Email Address: |  |
| Address: |  |
| Telephone number (s): |  |
| Signature: |  |
| Date: |  |
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| Please provide the name of your organisation if you are submitting the complaint on their behalf:  |
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| Name of organisation: |  |
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| When we need to write to you about your complaint would you prefer that this is by email or post (please tick as appropriate): |
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| Email  |  |  | Post |  |  |
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| We will inform the following people that you have made this complaint: |
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|  | * The Member(s) you are complaining about
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|  | * The Leader and Whip of the relevant political Group
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|  | * The Chair of the Audit and Standards Committee
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|  | * The Clerk of the Parish or Town Council where the complaint relates to one of their Councillors
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| If you have serious concerns about your name being released (Request for Confidentiality) please explain why in section 2 of this form. Guidance on this can be found at 4.3 of the [Procedure for Dealing with Complaints Regarding City Council, Parish and Town Councillors and Co-opted Members.](https://www.sheffield.gov.uk/sites/default/files/2024-02/part_5b_-_monitoring_officer_protocol_standards_compaint_procedure_febeuary_2024.pdf) |
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| **2.** | **Your Complaint** |
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| Please provide us with the name of the Member(s) you believe has failed to comply with the Members’ Code of Conduct and the name of their Council: |
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| **Title** | **First Name** | **Last Name** | **Name of Council** |
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| It is important that you provide us with all the information you wish to have taken into account by the Monitoring Officer when your complaint is assessed. For example: |
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|  | * Provide details of what the Member has done that you believe breaches the Code of Conduct and, if possible, indicate which paragraph(s) of the Code you believe have been breached.
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|  | * 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.
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|  | * 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.
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|  | * 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.
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|  | * You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details, if possible.
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|  | * You should provide any relevant background information.
* In assessing your complaint, the Monitoring Officer in consultation with the Independent Person will take into consideration all evidence submitted for example - screenshots and links, written and recorded evidence and witness statements.
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| **Please provide us with the details of your complaint.** Continue on a separate sheet if there is not enough space on this form and provide any supporting documents you would like us to take into account. |
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| **3.** | **Remedy/Outcome Sought** |
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| Please indicate any remedy or outcome you are seeking to resolve the complaint to your satisfaction, taking into account the actions and options set out below. |
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| Please indicate any remedy or outcome you are seeking to resolve the complaint to your satisfaction, **please tick as appropriate**-**The actions available to the Monitoring Officer are:**

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| Take such steps as they think appropriate to prevent a future potential breach of the Code, including training, guidance and introducing or amending policies/protocols |  |
| Ask the Whips to address the issue raised within their political parties or with an individual Member. |  |
| Mediate between the parties involved to resolve the issues. |  |
| Seek an apology from the Member. |  |
| Any other action capable of resolving the complaint. |  |

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| **Where a complaint has been investigated or has been referred by the Monitoring Officer, the options available to the Hearing Sub-Committee if it finds a breach of the Code of Conduct are:**

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| Recommending to the Member’s Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that the Member be removed from any or all Committees or Sub-Committees of the Council. |  |
| Instructing the Monitoring Officer to arrange training for the member. |  |
| That policies/procedures are amended. |  |
| That a briefing/information note be issued. |  |
| That an apology be given |  |
| That the Member is censured in writing and a copy of the letter is published on the Council’s website. |  |

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| **4.** | **Additional Help** |
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| Complaints must be submitted in writing. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. |
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| We can also help if English is not your first language. |
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| If you need any help in completing this form, please contact Sarah Hyde in Democratic Services:* email – sarah.hyde@sheffield.gov.uk
* telephone - 0114 273 4015
* write – Democratic Services,Policy and Democratic Engagement,, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH
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| **5.** | **What Happens Next?** |
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| Your complaint will be considered in accordance with the Procedure for Dealing with Complaints Regarding City Council, Parish and Town Councillors and Co-opted Members. We will acknowledge your complaint within 5 working days. |
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| **6.** | **Independent Persons** |
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| The Council has appointed Independent Persons from outside the Council to assist the Monitoring Officer and the Audit and Standards Committee in considering complaints.  |
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| **7.** | **Data Protection** |
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| Complaints will be handled in the strictest confidence at all times. We will ensure that any information received as part of the handling of the complaint is disclosed only to those who can demonstrate a valid need to know it. |
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| However, when a complaint is considered at an Audit and Standards Committee or Hearing Sub-Committee then any information will be dealt with in accordance with the Access to Information Procedure Rules in the Council’s Constitution. This is likely to mean that the information relating to your complaint will be publicly available. |
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| Complaints records will be stored safely and securely. |
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Please return the completed form to:

David Hollis, Monitoring Officer, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH or email david.hollis @sheffield.gov.uk