

Code of Conduct for Members Complaint Form

If you have any questions or difficulties filling in this form or you are in need of any support in completing this form, if for example English is not your first language, or you have a disability that prevents you from making your complaint in writing, please contact the Democratic Support via telephone: 0118 938 4610/11 or email committeeteam@RBFRS.co.uk

Please note

- a. Complaints can only be accepted in writing.
- b. An officer from the council may contact you personally to go through the details of your complaint.
- c. The council is unlikely to be able to keep your identity or the information you have provided confidential. If you have serious concerns about disclosure of your name and a summary of your complaint, please complete section 4 on confidential information.
- d. Please read *guidance: How to make a complaint about a member of Royal Berkshire Fire Authority* prior to completing this form.

SECTION 1: YOUR CONTACT DETAILS

Title	
First name	
Surname	
House number/name	
Road/street	
Village/town	
Postcode	
Telephone/mobile	
E-mail address	

Please tick the box which best describes you:

- Member of the public
- Elected/co-opted member of the council
- Member of Parliament
- Local authority monitoring officer
- Other local authority officer/employee
- Other (please specify)

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SECTION 2: YOUR COMPLAINT

Who are you complaining about?

Please give the name of the member(s) and/or co-opted member(s) you consider has/have broken the code of conduct.

Name of individual(s) (include both first and last names)

1.
2.
3.
4.
5.

SECTION 3: WHAT ARE YOU COMPLAINING ABOUT?

Please provide us with as much information as you can about your complaint to help us decide whether or not it should be investigated.

Include the date and details of the alleged misconduct, and any information that supports the allegation. If you are complaining about more than one member/co-optee you should clearly explain what each individual member has done that you believe has breached the code of conduct.

We can only investigate complaints that a member has broken the code of conduct (please see *guidance: How to make a complaint about a member of Royal Berkshire Fire Authority*). You can continue on a separate sheet if there is not enough space on this form.

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A large, empty rectangular box with a thin black border, intended for the user to provide details of a complaint.

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.

Briefly describe the documents you will be enclosing:

1.
2.
3.

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

Your privacy

Please refer to our [privacy notice](#) to understand what information we collect about you and your rights under Data Protection Legislation.

<https://www.rbfrs.co.uk/privacy-and-data-processing/>

SECTION 4: CONFIDENTIAL INFORMATION

(This section only applies if you are asking for your identity to be kept confidential)

In the interests of fairness and natural justice, we believe councillors who are complained about have a right to know who has made the complaint. We also believe that they have a right to be provided with a summary of the complaint.

We are unlikely therefore to withhold your identity or the details of your complaint unless there is a good reason. For example, where the disclosure of personal details may result in the evidence being compromised or destroyed by the subject member.

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

The assessment of your request will be undertaken by the Monitoring Officer in consultation with the Independent Person that will carry out the initial assessment of your complaint. We will then contact you with the decision. If your request is not granted, we will allow you the option of withdrawing your complaint.

It is important to understand that in certain exceptional circumstances where the matter complained of is very serious, we can proceed with an investigation or other action and disclose your name even if you have asked us not to.

Please provide details of why you believe we should withhold your name/details of your complaint below:

Please consider the complaint I have described above and the evidence attached.

I understand and accept that the details may be disclosed to the member/co-optee and any parties involved in the complaints procedure or outside authorities required to monitor the council's complaints procedure by law.

It may also be shared with the police in the prevention or detection of crime.

Signature: _____ Date: _____

Please send this form together with any attachments to:

**Monitoring Officer
Royal Berkshire Fire Authority
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire RG31 7SD
email: committeeteam@rbfrs.co.uk**