



ARUN DISTRICT COUNCIL

COUNCILLOR CONDUCT COMPLAINT FORM

Before you submit your complaint

You can only submit a complaint against a Councillor of a Committee when they are acting in their capacity as a Councillor. This includes whenever they conduct the business of the Council, or act, claim to act, or give the impression they are acting, in their official capacity as a representative of the Council).

Please refer to the Arun's Council's Local Assessment Procedure which details how a complaint will be received by following the link below

[Complaints Against Councillors | Arun District Council](#)

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n16901.pdf&ver=17499>

or contact the Monitoring Officer should you wish for a copy to be emailed or posted to you.

We would like to see if there is a way to resolve your complaint informally before you submit a formal complaint.

Please therefore contact the Monitoring Officer at Arun District Council. The Monitoring Officer is a senior officer with a legal background who can advise you and explain the complaints process to you. Contact details are:

Telephone: 01903 737610

Email: monitoring.officer@arun.gov.uk

ABOUT THE COMPLAINT

If, having spoken to the Monitoring Officer, you still wish to make a formal complaint please complete this form as fully as possible making sure you provide reference to the specific code of conduct.

1. Please state the name of the Councillor you believe has breached the Council's Code of Conduct (or if it is a Town or Parish Councillor within the District, the details of that Councillor and the Town or Parish Council)

Title	First name	Last name	Council

2. Please explain in this section (or on separate sheet[s])
- (i) What the Councillor is alleged to have done
 - (ii) What you believe is in breach of the Code of Conduct.
 - (iii) If you are complaining about more than one Councillor, you should use a different form for each Councillor and clearly explain what each individual has done, with dates and witnesses to substantiate the alleged breach.

Please provide a summary of your complaint



3. Please provide us with your name and contact details

Title	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	

4. **A copy of your complaint (with your name but not the contact details) will be shared with the Councillor(s) about whom you are complaining.** If you have serious concerns about your name and details of your complaint being released, please complete Section 3 of this Form and discuss your reasons or concerns with the Council’s Monitoring Officer.

Please indicate whether you are:

- A member of the public
- An elected or co-opted Member of the Council
- A Member of Parliament
- A Monitoring Officer
- A Council employee, contractor, or agent of the Council; or
- Other (please state)

5. Please provide details of any witnesses to some or all of the events and confirm whether they are or are not willing to provide information. If you have not approached them state “IDK” (I Don’t Know) in the last column

First name	Last name	Address	Contact number	Willing to provide information (Y/N/IDK)

You can expect:

- An acknowledgement of your written complaint within 5 working days from the Monitoring Officer.
- That the Monitoring Officer will inform the Subject Member that a complaint has been received (unless to do so would prevent proper consideration of the complaint)
- That you will be kept informed about the progress of your complaint.

Details we would like from you

Please explain in this section (and/or on separate sheets) in detail what the Member has done that you believe breaches the Code of Conduct:

- 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.
- 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 information setting out why you believe the Councillor, or the Co-opted Member of a Committee, was acting in their capacity as a Councillor or a Co-opted Member. Having considered your complaint, if it is decided that the Councillor or a Co-opted Member was acting in a personal capacity, then your complaint will not be pursued because this would not amount to a breach of the Code of Conduct.
- You should provide any other relevant background information.



Additional Help

Complaints must be submitted in writing which includes email. 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.

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.

For advice about the process we will follow please contact:

Sameera Khan

Group Head of Law & Governance & Monitoring Officer

Corporate Support Directorate

Arun District Council

Civic Centre

Maltravers Rd

Littlehampton

West Sussex

BN17 5LF

Monitoring.Officer@arun.gov.uk