**Lancashire County Council Members' Code of Conduct Complaints Form**

1. **Your details**

Please provide us with your name and contact details.

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| **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.

However, we will tell the county councillor(s) you are complaining about (the subject member) that you have made this complaint.

We will tell the subject member your name and the relevant paragraph of the Code of Conduct that you allege may have been breached. If you have serious concerns about this information being released, please complete Section 4 of this form.

Please tell us which of the following best describes you:

[ ]  Member of the public

[ ]  An elected or co-opted member of an authority

[ ]  An Independent Person appointed by an authority under the Localism Act 2011

[ ]  Member of Parliament

[ ]  Local authority Monitoring Officer

[ ]  Other council officer or authority employee

[ ]  Other (please provide further details)

1. **The subject member**

Please provide us with the name of the member(s) (who must be county councillor or co-opted members of Lancashire County Council) you believe have breached the Code of Conduct:

|  |  |  |
| --- | --- | --- |
| Title | First name | Last name |
|       |       |       |
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|       |       |       |

1. **Your complaint**

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 council's Monitoring Officer when they decide whether to take any action in relation to your complaint. For example:

* You should be specific, wherever possible, about exactly what you are alleging the county councillor said or did. For instance, instead of writing that the member insulted you, you should state what 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 any relevant background information.

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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: |
|  |

1. **Request for confidentiality**

**(Only complete this if you are requesting that your identity is kept confidential.)**

In the interests of fairness and natural justice, we believe county councillors 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 information of the complaint.

Therefore, we are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that:

* You have reasonable grounds for believing that they would be at risk of physical harm;
* You are an officer who fears for the consequences for their employment; or
* You would suffer medical risks.

Please note that requests for confidentiality or similar will not automatically be granted. The Monitoring Officer 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 may 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.

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| Please provide us with details of why you believe we should withhold your name and/or the details of your complaint: |

1. **Further support**

Complaints must be submitted in writing; this includes via email.

However, 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 or require this information in an alternative format, or language, please email:

**code.ofconduct@lancashire.gov.uk**

Or you can contact:

Josh Mynott, Democratic and Member Services Manager

Lancashire County Council, County Hall,

Preston, PR1 8XJ

Email: josh.mynott@lancashire.gov.uk

Tel: 01772 534580