

## ANNEX 6

### Arrangements for dealing with code of conduct complaints against councillors: Complaint form

**Please use this form if you wish to make a Code of Conduct complaint against Oxford City Councillors or Parish Councillors <sup>1</sup> or co-opted members.**

If you would like to discuss your concerns informally before submitting a complaint, or if you need any support in completing this form, please contact Democratic Services on 01865 252402 or email [standards@oxford.gov.uk](mailto:standards@oxford.gov.uk).

#### Please note

- Complaints can only be accepted in writing or by email
- Complaints can only be accepted in respect of a Member's conduct at a time when they were acting in their capacity as a Councillor; the Council has no jurisdiction over the conduct of a Councillor who is not either acting in their capacity as a Councillor, conducting the business of the Council or representing the Council or its views.
- The Council is unlikely to be able to keep your identity or the information you have provided confidential if you make a complaint. If you have serious concerns about disclosure of your name and a summary of your complaint, please complete section 6 on confidential information.
- An officer from the Council may contact you personally to go through the details of your complaint.

**Please send the completed form together with any attachments to:**

The Monitoring Officer (SA 3.8)  
Law & Governance  
Oxford City Council  
St Aldate's Chambers  
St Aldate's  
Oxford  
OX1 1DS

**Or by e-mail to: [standards@oxford.gov.uk](mailto:standards@oxford.gov.uk)**

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<sup>1</sup> Blackbird Leys Parish Council; Littlemore Parish Council; Old Marston Parish Council; Risinghurst and Sandhills Parish Council.

## Section 1: Your details

|  |  |              |  |
|--|--|--------------|--|
| <b>Title:</b>  |  |              |  |
| <b>First name:</b>   |  |              |  |
| <b>Last name:</b>  |  |              |  |
| <b>Address:</b>  |  |              |  |
| <b>Daytime telephone:</b>  |  |              |  |
| <b>Mobile telephone:</b>   |  |              |  |
| <b>Email address:</b>  |  |              |  |
| <p>Please consider the complaint I have described below and in the evidence attached. I understand and accept that my name will normally be disclosed to the Councillor and any parties involved in the complaints procedure or outside authorities required to monitor the Council's complaints procedure by law. My personal details provided on this form may also be shared with the police in the prevention or detection of crime.</p> |  |              |  |
| <b>Signed:</b>   |  | <b>Date:</b> |  |

**As the complainant, please indicate the categories which best describe you:**

|  |  |
|--|--|
|  | Member of the public   |
|  | Elected/Co-opted Member of a Council or Parish Council (please specify): |
|  | Independent Member of the Standards Committee                            |
|  | Local Authority Monitoring Officer                                       |
|  | Member of Parliament   |
|  | City Council employee  |
|  | Parish Council employee (please specify):                                |
|  | Other (Please specify)   |

## Section 2: Who are you complaining about?

Please give the name of the Councillor(s) or Co-opted Member(s) of Oxford City Council or Parish Council that you believe have breached the Code of Conduct:

| Title | First name | Last name | Council or Parish Council |
|-------|------------|-----------|---------------------------|
|       |            |           |                           |
|       |            |           |                           |
|       |            |           |                           |
|       |            |           |                           |

## Section 3: If your complaint concerns a Member of Oxford City Council please indicate which sections of the Members' Code of Conduct have been breached?

| Paragraph                  | Behaviour                           |
|----------------------------|-------------------------------------|
| 3                          | Selflessness                        |
| 4                          | Objectivity                         |
| 5                          | Accountability                      |
| 6                          | Openness                            |
| 7                          | Honesty and Integrity               |
| 8                          | Leadership                          |
| <b>General Obligations</b> |                                     |
| 9                          | Respect for others                  |
| 10                         | Bullying                            |
| 11                         | Impartiality                        |
| 12                         | Confidential information            |
| 13                         | Knowledge                           |
| 14                         | Professional advice                 |
| 15                         | Council resources                   |
| 16 - 19                    | Registering and declaring interests |

## Section 4: 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.

|  |  |
|--|--|
| <b>WHY are you complaining about them?</b> - say what went on, how you felt about it and why you think it is unacceptable or inappropriate.                                |  |
| <b>WHAT did they do?</b> If it relates to their language or behaviour write down what they actually said/did as you need to say what they did that was unacceptable to you |  |
| <b>WHEN did this take place?</b><br>Be specific on the dates and times   |  |
| <b>WHERE?</b> - be specific where it all took place - give the address and also the details of the venue - was it in a meeting room/corridor/in the street/in the pub etc  |  |
| <b>WITNESS</b> - who else was there and heard what went on - you need to name the persons who can potentially be asked questions about the incident(s)                     |  |
| <b>OTHER</b> -   |  |
| You can continue on a separate sheet if there is not enough space on this form.  |  |

## **Section 5: Evidence (if this applies)**

It is essential that you give evidence to support your complaint, otherwise the Monitoring Officer may not be able to decide if what you say should be investigated.

Please attach copies of any correspondence, documents, names and contact 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 list the documents you have enclosed:

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

## **Section 6: Previous complaint**

To your knowledge has a Code of Conduct complaint about this issue previously been submitted?

|            |           |
|------------|-----------|
| <b>YES</b> | <b>NO</b> |
|------------|-----------|

## **Section 7: Possible remedy**

Whilst not acknowledging that your complaint is justified and without prejudice, it would help with the assessment of your complaint to know what your desired outcome might be. If you feel able to provide this information please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint.

|  |
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|  |
|--|

## **Section 8: Confidential information (only complete this section if you are requesting that your identity is kept anonymous)**

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 copy of that complaint.

Your identity will normally be disclosed to the councillor concerned unless you have good reason to request the withholding of this information. Such reasons, in exceptional circumstances, might involve one or more of the following:

Please tick the appropriate box if you consider there are grounds for keeping your complaint anonymous

Clear risk of physical harm if identity is disclosed

Possible consequence to employment status

Reasonable fear of intimidation or victimisation

Medical condition

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

The Monitoring Officer will consider the request for identity to be withheld alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually 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.