

Cheshire West and Chester Council

Code of conduct complaint form

Please use this form if you wish to make a complaint about the conduct of a member of Cheshire West and Chester Borough Council or a member of one of the parish or town councils in the borough.

A full list of parish and town councils in the Cheshire West and Chester area is available on request.

Under the arrangements for dealing with Standards Complaints the Monitoring Officer can only consider complaints about the behaviour of a Member. They will not deal with things that are not covered by the Members' Code of Conduct. "Member" means an elected councillor as well as an appointed or co-opted member. The Code does not apply to council employees.

If your complaint is not about a member's conduct, you may wish to complain to the Council through its 'Comments, Compliments and Complaints' procedure. More information about complaining under this procedure is available on request.

Please read the 'Guidance Note on Code of Conduct Complaints' before completing this form.

Your details

1. Please provide us with your name and contact details

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 it is necessary in order to deal with your complaint.

Making your complaint

2. Please provide us with the name of the member(s) you believe have failed to comply with the Code of Conduct and the name of their Council or authority:

Title	First name	Last name	Council or authority name

3. Please explain what the member has done and why you consider they have not followed the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual has done.

Please provide full details of your complaint. Continue on a separate sheet if there is not enough space on this form.

Confidentiality

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

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

Continue on a separate sheet if there is not enough space

Signed _____

Date _____

Additional help

If you need any support in completing this form, please let us know as soon as possible.

For more information about access or equality please call our Customer Contact Centre on 0300 123 8123

Complaints should be sent to the following address:

Monitoring Officer
Cheshire West and Chester Council
HQ, 58 Nicholas Street
Chester
CH1 2NP

Alternatively, complaints can be sent by email to
CWACMonitoringOfficer@cheshirewestandchester.gov.uk