



Warwick District Council Complaint of Councillor Misconduct

Warwick District Council has a Monitoring Officer. If you have any questions or difficulties filling in this form or you are in need of any support in completing your complaint, please email the monitoringofficer@warwickdc.gov.uk or call 01926 456114 and ask for the Monitoring Officer.

If you are completing this form in handwriting please write clearly and in ink.

Please note

1. Complaints can only be accepted in writing
2. An officer from the Council may contact you personally to go through the details of your complaint
3. 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 the details of your complaint, please complete Section Four on confidential information.

Section One - Your details

Please provide us with your name and contact details

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

Please tick the appropriate box to tell us which complainant type best describes you:

	Member of the public
	An elected or co-opted member of a Council (if applicable, please state which Council)
	Local authority monitoring officer
	Other council officer or authority employee
	Other (Please specify):

Section Two: Who and what are you complaining about?

If you are complaining about more than one person, please complete a separate form for each.

i. Who are you complaining about?

Full Name	
Name of Council	

ii. Please tick the relevant box(es) below to show which part(s) of the Code you feel has/have been breached.

	Respect
	Bullying, harassment and discrimination
	Compromising the impartiality of officers of the council
	Confidentiality and access to information
	Disrepute
	Use of position
	Use of local authority resources and facilities
	Complying with the Code of Conduct
	Declaration of Interests
	Gifts and hospitality

iii. What is the misconduct you are complaining about?

iv. On what date(s) did this happen and where?

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v. Why do you believe the councillor was acting in their capacity as a councillor when the alleged misconduct happened?

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vi. Evidence

Please attach to this form, copies of any correspondence, documents, or other evidence that you feel is relevant to your complaint. However, we do not need extensive background information; limit yourself to what is really relevant.

Please briefly describe the documents you are enclosing:

1.	
2.	
3.	

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

vii. Witnesses (if any)

Please tell us the names and details of any witnesses:

	First Name	Last Name	Address/Phone Number
1.			
2.			
3.			

Section Three: Settling of your complaint.

One option is an informal settlement of your complaint without the need for a formal investigation. Please use the box below to tell us whether you feel this might be possible in this case and, if so, could you suggest how?

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Section Four: Confidential Information (this part 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 that will contain your contact details and/or the contact details of any witness.

We are very unlikely to withhold your identity or the details of your complaint unless we have good reason to believe that if your identity is disclosed:

1. You have reasonable grounds to believe you will be at risk of physical harm or;
2. You are an officer working closely with the Member in question and you fear the employment consequences or,
3. It would create medical risks associated with a serious health condition.

Requests to keep your name confidential will not automatically be granted. However, if you have made such a request you will be contacted and advised of the decision and, if your request is not granted, we will allow you the option of requesting the withdrawal of your complaint.

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

Declaration

Please consider the complaint I have described above and the evidence attached. I understand and accept that the details will normally be disclosed to the Councillor and any parties involved in the complaints procedure. It may also be shared with the police in the prevention or detection of crime.

I confirm that the information given on this form is correct to the best of my knowledge.

Signature: _____ Date: _____

Please send this form together with any attachments by email to by e-mail to monitoringofficer@warwickdc.gov.uk

Alternatively you can post it to
Monitoring officer
Warwick District Council
Riverside House
Milverton Hill
Royal Leamington Spa
Cv32 5HZ

HOW YOUR INFORMATION IS USED. Warwick District Council will use the information that you provide for the administration of its complaints system (including sharing information with the subject councillor and Independent Persons). We may also share your information with other parties to whom your comments relate. We do this in the exercise of our official duty.

Your personal data will be held in accordance with our Retention and Destruction Policy which is available on our website. To discuss your right to request access to, rectification, restriction, portability or erasure of your personal data, or to object to the way that we process your personal data, please visit or www.warwickdc.gov.uk/privacy You can contact our shared Data Protection Officer via email at dpo@warwickdc.gov.uk or by telephone on the mainline number 01926 456136

Document Control

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