

COMPLAINT FORM

This form should only be used if you wish to complain about an elected councillor breaking the Code of Conduct for Members, which is specified in Part 6 of the [Council's Constitution](#). If you wish to make a complaint about a Council Service instead please click [here](#).

If you have any questions or any difficulties completing this form, please contact Philippa Green, Democratic Services Manager 020 7527 3184 or e-mail us at democracy@islington.gov.uk.

Please note:

- a) Complaints can only be accepted in writing.
- b) An officer from the Council may contact you personally to go through the details of your complaint.
- c) In order to investigate your complaint it is likely that the information you provide will need to be shared with colleagues, the Independent Person appointed to Standards Committee and Councillors. If you have serious concerns about disclosure of your name and a summary of your complaint, please complete Section 3 of this form.

Section 1: Your contact details

Title:	
First Name:	
Surname:	
House Number/Name:	
Road/Street:	
Town/City:	
Postcode:	
Telephone/Mobile:	
E-mail address:	

Please tick whichever box best describes you:

- Member of the public
- Elected / co-opted Member of the Authority
- Independent Member of the Standards Committee
- Member of Parliament
- Local Authority Monitoring Officer
- Other Local Authority Officer/Employee
- Other (Please specify)



Section 2: Your complaint

Who are you complaining about?

Please give the name of the councillor(s) or co-opted member(s) of this Authority who you consider have broken the Code of Conduct.

Title	First name	Last name

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. If you are complaining about more than one member you should clearly explain what each individual member has done that you believe has breached the Code of Conduct.

You can continue on a separate sheet if there is not enough space on this form.

Evidence (if this applies)

Please attach copies of any correspondence, documents, names and details of witnesses, and any other evidence that you feel is relevant to your complaint. Please only send information which directly relates to your complaint.

Please briefly describe the documents you intend to attach:

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

Section 3: 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 that councillors who are complained about have a right to know who has made a complaint against them and what the complaint is. It can also be necessary for us to reveal this information in the process of investigating a complaint. We are therefore unlikely to withhold your identity or the details of your complaint unless there is good reason, for example, where the disclosure may result in evidence being destroyed or if there is a real possibility of intimidation of the complainant or witnesses.

Requests for confidentiality will not automatically be granted. The assessment of your request will be undertaken by the Monitoring Officer who will carry out the initial assessment of your complaint. We will then contact you with the decision. If your request is not granted, we will allow you the option of withdrawing your complaint.

It is also very important that you understand that in certain exceptional circumstances where the matter complained of is very serious, we can proceed with an investigation or other action and disclose your name even if you have asked us not to.

If you wish us to keep your name and the details of your complaint confidential, please explain why below:

Please sign the form below to confirm that you agree to the following statement:

I understand and accept that the details 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 and that it may also be shared with the police in the prevention or detection of crime.

Signature: _____

Date: _____

Please send this form together with any attachments to:-

The Monitoring Officer
London Borough of Islington
Town Hall
Upper Street
London N1 2UD

Or by e-mail to democracy@islington.gov.uk