Halton Borough Council

CODE OF CONDUCT COMPLAINT FORM

Please use this form if you wish to make a complaint about the conduct of a Member of Halton Borough Council or a Member of one of the Parish Councils in the Borough.

A full list of parishes in the Halton area is available on request.

The Standards Committee can only deal with complaints about the behaviour of a Member. It will not deal with things that are not covered by the Members' Code of Conduct. "Member" means elected Councillor as well as an appointed 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 Complaints Procedure. More information about complaining under this Procedure is available on request.

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	

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 and attach it securely.

Confidentiality

4. Only complete this section if you wish to request that your identity is kept confidential.

   Please provide us with details why you believe we should withhold your name and/ or details of your complaint. Continue on a separate sheet if there is not enough space and attach it securely.

Signed:---------- Date:----------

Additional Help

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

Complaints should be sent to the following address:

Elizabeth Wilson-Lagan

Monitoring Officer
Halton Borough Council
Municipal Building
Kingsway
Widnes
WA8 7QF

Alternatively, this form can be sent by email to:

Monitoring.Officer@halton.gov.uk