



Councillor Complaint Form

Please use this form if you believe that a councillor or co-opted member of the Council has failed to comply with the Royal Borough of Kingston upon Thames Members Code of Conduct and would like the matter investigated.

Before completing this form please read the guidance – www.kingston.gov.uk and search for 'Make a complaint about a councillor'.

Send the form, along with any supporting documents, to:

The Monitoring Officer, Guildhall, High Street, Kingston upon Thames KT1 1EU.

Part 1 – Your details

Title:

Full name:

Address and postcode:

Day time telephone number / Mobile phone number:

Email address:

Note: Your details will not usually be released unless necessary or to deal with your complaint. However, if the Monitoring Officer* considers that the complaint requires investigation we will tell the councillor/co-opted member(s) you are complaining about that you have made this complaint. We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and a summary or details of your complaint being released, please complete part 4 of this form.

*The Monitoring Officer has a statutory responsibility to ensure that the Council acts in a lawful manner and does not do anything which might cause maladministration or injustice to an individual.

Part 2 – About you

Please tick the box that best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other – Please provide more information

Part 3 – The complaint

- a. Please provide us with the details of the councillor/co-opted member(s) you believe have breached the Code of Conduct and the name of their authority. For each please provide their title, full name and the council or authority they represent:
- b. Please explain (on separate sheets if necessary) what the member has done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.
- c. If you are enclosing any documents to support your claim, please list them here:
- d. Is there anybody who can help us with information about this matter? If so, please give their name(s) and contact details:

Part 4 – Confidentiality

Only complete this next section if you are requesting that your identity is kept confidential.

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

Part 5 – Additional help

Complaints must be submitted in writing. This includes submissions by email. However, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. Please let us know if this is the case (see contact details on page 1 or ask to speak to the Monitoring Officer by calling 0208 547 6374).

Please sign and date this form. By signing, you confirm you have read and agree to the guidance information on our website at www.kingston.gov.uk.



Your signature:

Print full name:

Date: