

**COMPLAINT FORM -
Councillors' Code of Conduct**



~~To be used if you wish~~ This form is required to be used to make an allegation that a Councillor of Portsmouth City Council has failed to comply with the Councillors' Code of Conduct. It should not be used if the concern is in respect to dissatisfaction with a Council decision.

1. 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:	

Your address and contact details will not usually be released unless necessary to deal with your complaint. ~~The Councillor that you have complained about will be provided with a copy of this complaint~~ The following people will be advised that you have made a complaint:

- ~~• The Member(s) you are complaining about (the "Subject Member")~~
- ~~• The Monitoring Officer to Portsmouth City Council (Monitoring Officer)~~

We will

- ~~• tell the Subject Member your name~~
- ~~• provide the Subject Member with a summary of your complaint(s)~~
- ~~• provide the Subject Member with full details of your complaint where necessary or appropriate~~

If you do not wish details of your name ~~and your complaint~~ to be released, please complete section 6 of this form.

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2. Please tell us which best describes you:

- Member of the public
- An elected or co-opted Member of Portsmouth City Council
- A Member of the Governance and Audit and Standards Committee
- Member of Parliament
- Portsmouth City council monitoring officer
- Council officer of Portsmouth City Council/service employee
- Other

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3.2. Making your complaint ~~The complaint process~~

Once you have submitted your complaint, ~~it is considered by the Monitoring Officer who will decide on the next steps. The Monitoring Officer will meet with the Initial Filtering Panel ("the IFP") to enable the Monitoring Officer to consider and determine the complaint as soon as reasonably practicable after the complaint has been received~~

~~When reaching their decision, the Monitoring Officer meets with the IFP and also a person unconnected with the Council, known as the Independent Person. The IFP shall comprise three Councillors and it shall insofar as practicable have no more than one member Councillor from each political group represented on the Council. This may not always be possible due to the availability of Councillors or because some of them have conflicts of interest which preclude them from being involved in the complaint process. Any Councillor of the Council may be requested to sit on an IFP.~~

~~an Initial Filtering Panel ("IFP") will be established. The IFP shall be an informal meeting to enable the Monitoring Officer to obtain the views of member Councillors on a complaint. It shall comprise three member Councillors and it shall insofar as practicable have no more than one member Councillor from each political group represented on it.~~

~~On the basis of your written submission the IFP will assess whether your allegation, if it was investigated, is likely to amount to a breach of the Councillors' Code of Conduct. is likely to amount to a failure to comply with the Councillors' Code of Conduct. If it is considered necessary to do so, the Monitoring Officer can refer for formal training, conciliation or other action as considered appropriate (if it is considered that any failure to comply with the Code of Conduct is of a trivial nature).~~

~~The Monitoring Officer will meet with the IFP for him to consider and determine the matter as soon as reasonably practicable. The Review Sub-Committee will have~~

~~up to three months to consider and determine the review of your allegations and how they should be dealt with.~~

~~If it is decided to investigate your complaint, the Monitoring Officer or someone appointed by him will be instructed to undertake it. You will be given further information at that time should an investigation be necessary.~~

~~The Monitoring Officer may then:-~~

- ~~1. Refer the complaint for investigation~~
- ~~2. Decide that what has been alleged does not come within the requirements of the Code of Conduct and even if investigated could not amount to a breach of the Code of Conduct. (See Local Assessment Criteria <https://www.portsmouth.gov.uk/ext/documents-external/cou-complaints-assessment-criteria.pdf>)~~
- ~~3. Decide on alternative action being taken e.g. mediation or an apology being given.~~
- ~~4. Defer their decision and request further information or clarification from the complainant in respect of the complaint.~~

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~~If it is decided that your complaint is not to be investigated you may, within 30 days of the meeting of notification of the decision, ask for that decision to be reviewed/reconsidered. This review will be undertaken by a Governance and Audit and Standards Review Assessment Sub-Committee which consists of three different Councillors from those who originally considered your complaint. The Review Assessment Sub-Committee will have the same range of options available to it as the Monitoring Officer.~~

~~If it is decided to investigate your complaint, the Monitoring Officer or someone appointed by him-them will be instructed to undertake the investigation#. You will be given further information at that time should an investigation be necessary.~~

4.3. Please provide us with the name of the Member Councillor(s) you believe have breached the Code of Conduct:

Title	First Name	Last Name

5.4. Please explain in this section (or on separate sheets) what the ~~Member~~Councillor has done that you believe breached the ~~code~~ Code of Conduct.

~~(You should give sufficient information to show that what was is alleged could amount to a breach of the Code of Conduct).~~

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

A copy of the ~~Portsmouth City Council~~ Councillors Code of Conduct ~~for Councillors~~ can be found ~~at the following Web address~~ here:

<https://www.portsmouth.gov.uk/ext/the-council/councillors-and-mps/complaining-about-a-councillor.aspx>

~~Alternatively, a paper copy can be supplied on request by contacting:~~

~~The Monitoring Officer to Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL~~

- You should be specific, wherever possible, about exactly what you are alleging the ~~Member~~Councillor said or did. For instance, instead of writing that the ~~Member~~Councillor insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

Please provide us with the details of your complaint and the desired outcome from this complaints process. Continue on a separate sheet if there is not enough space on this form.

7.6. Additional Help

Complaints must be submitted in writing on this form. It will assist the processing of your complaint if this is ~~This includes electronic submissions submitted electronically.~~ However, in line with the requirements of the Disability Discrimination Act 2000,~~,~~ we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

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

This complaint should be submitted to the Monitoring Officer by email to:

michael.lawther@portsmouthcc.gov.uk

~~Alternatively, by post to: The Monitoring Officer to Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL~~