

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



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 of dissatisfaction with a Council decision.

**1. Your details**

Please provide us with your name and contact details

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Daytime telephone:</b>	
<b>Evening telephone:</b>	
<b>Mobile telephone:</b>	
<b>Email address:</b>	

Your address and contact details will not usually be released unless necessary to deal with your complaint.

If you do not wish details of your name to be released, please complete section 5 of this form.

**2. 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 his decision the Monitoring Officers 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 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.

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.

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 his decision and request further information or clarification from the complainant in respect of the complaint.

If it is decided that your complaint is not to be investigated you may, within 30 days of notification of the decision, ask for that decision to be reviewed. This review will be undertaken by a Governance and Audit and Standards Review Sub-Committee ("the Review Sub-Committee) which consists of three different Councillors from those who originally considered your complaint. The Review 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 will be instructed to undertake the investigation. You will be given further information at that time should an investigation be necessary.

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

Title	First Name	Last Name

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

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

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

A copy of the Councillors Code of Conduct can be found here:

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

- You should be specific, wherever possible, about exactly what you are alleging the Councillor said or did. For instance, instead of writing that the 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.

Signature.....
Date.....

**5. Only complete this next section if you are requesting that your identity is 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 they have a right to be provided with a copy of the complaint. We are unlikely to withhold your identity or details of your complaint unless you have good reason to justify that we do so.

Please note that requests for confidentiality will not automatically be granted. The Monitoring Officer will consider the request alongside the substance of your complaint. He will then contact you with his decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

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

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:
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**6. Additional Help**

Complaints must be submitted in writing on this form. It will assist the processing of your complaint if this is 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](mailto:michael.lawther@portsmouthcc.gov.uk)