Allegations that an elected or co-opted Member of Haringey Council has failed to comply with the Members’ Code of Conduct

Please read the ‘INFORMATION FOR POTENTIAL COMPLAINANTS’before completing this form

To: The Monitoring Officer, Haringey Council

**A. Your details**

1. Please provide us with your name and contact details. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint and a clear public interest in investigating.

|  |  |
| --- | --- |
| **Title:** |      |
| **First name:** |       |
| **Last name:** |       |
| **Address:** |       |
| **Contact telephone:** |       |
| **Email address:** |       |
| **Signature:** |  |
| **Date of complaint:** |       |

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

The following people may see this form:

* Monitoring Officer
* Independent Person
* Members of the Assessment Sub Committee

A brief summary of your complaint will also be shared with the Member(s) you are complaining against. If you have serious concerns about your name and a summary, or details of your complaint being released, please complete **Section C** of this Form and also discuss your reasons or concerns with the Monitoring Officer.

1. Please tell us which complainant type best describes you:

 A member of the public

 An elected or co-opted Member of the Council

 A Member of Parliament

 A Monitoring Officer

 Other council employee, contractor or agent of the Council

 Other (      )

1. Equality Monitoring Form - please fill in the attached form.

B. Making your complaint

1. Please provide us with the name of the member(s) you allege has failed to comply with the Members’ Code of Conduct:

|  |  |  |
| --- | --- | --- |
| Title | First name | Last name |
|       |       |       |
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1. Please explain in this section (or on separate sheet(s)) what the Member is alleged to have done that you believe breaches the Code of Conduct. If possible, please set out the paragraphs of the Code of Conduct you believe the Member may have breached. If you are complaining about more than one member you should clearly explain what each individual person has done, with dates / witnesses to substantiate the alleged breach(es).

It is also important that you provide all the evidence you wish to have taken into account for example:

* You should be specific, wherever possible; about exactly what you are alleging the member said or did. For instance, instead of writing that the member insulted you, you should state what it was they said or did to insult you.
* 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 or other relevant documentary evidence to support your allegation(s).
* If the allegation(s) being made occurred over 28 days after the alleged behaviour or conduct, clearly explain why the complaint was not made during that period of time.

C. Confidentiality of complainant and the complaint details

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

1. In the interests of fairness and in compliance with the rules of natural justice, we believe members who are complained about have a right to know who has made the complaint and the substance of the allegation(s) made against them. We are, therefore, unlikely to withhold your personal details or the details of your complaint unless you have good reasons to believe that you have justifiable grounds for this information to be withheld, for example, you believe you may be victimised or harassed by the Member(s) against whom you are submitting a written complaint (or by a person associated with them).

Please note that requests for confidentiality or requests for suppression of the personal and complaint details will only be granted in exceptional circumstances. If your request for confidentiality is not granted, we will usually allow you the opportunity, if you so wish, of withdrawing your complaint.

However, it is important to understand that, where the matter complained about is very serious - we may proceed with an investigation (or other action) and may have no choice but to disclose your personal and complaint details, because of the allegation(s) made, even if you have expressly asked us to withdraw the complaint.

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| --- |
| Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:(Continue on separate sheet(s), as necessary) |

 D. Remedy sought

7. Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint.

**(Continue on separate sheet(s), as necessary)**

E. Additional information

1. Complaints must be submitted in writing. This includes fax and electronic submissions. Frivolous, vexatious and politically motivated tit-for-tat complaints are likely to be rejected.
2. In line with the requirements of the Equalities Act 2010, 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.
3. If you need any support in completing this form, please contact the Monitoring Officer as soon as possible.

**F. Process from here**

 11. The Monitoring Officer will review every allegation received and may consult the Independent Person before taking a decision as to whether or not it merits reference to the Assessment Sub-Committee.

12. If the Monitoring Officer considers that the allegation does not meet certain basic criteria (e.g. it does not demonstrate a breach of the code as it concerns an event in the members’ private life to which the code does not apply) the Monitoring Officer may dismiss it, giving reasons for so doing.

1. Otherwise, the Assessment Sub-Committee will decide whether the allegation merits further investigation. If so, the Monitoring Officer will undertake the investigation and report to the Standards Committee. If not the Sub-Committee may dismiss the allegation, giving reasons for so doing. Although you will not be required to attend the Assessment sub-committee, your completed form and any other relevant information you submit will be put before the sub-committee.
2. You will be notified of the outcome of the consideration and given information on any further stage(s) in the process at that time.

**Haringey Council**

**- Information for monitoring purposes only -**

**Ethnic Origin**

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

**A White**

 British Albanian/Kosovan Romany

 Irish Bosnian

 Any other White background please write here:

**B Mixed**

 White and Black - Caribbean Asian and Black

 White and Black – African  White and Asian

 Any other Mixed background please write here:

**C Asian or Asian British**

 Indian Kashmiri

 Pakistani  Bangladeshi

 Other Asian background please write here:

**D Black or Black British**

 Caribbean African

 Any other Black background please write here:

**E Chinese or other ethnic group**

 Chinese Arab Afghan

 Vietnamese Kurdish

Any other please write here: