

## COMPLAINT FORM

If you have any questions or difficulties filling in this form, for example if English is not your first language or you have a disability - please email us at: [akinsey@solihull.gov.uk](mailto:akinsey@solihull.gov.uk).

Please note:

- We can only accept complaints in writing or by email
- We are unlikely to be able to keep your identity confidential if you make a complaint

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### About You

Title:            Mr        Mrs        Ms        Miss        Councillor        Other (*please specify*)

First name:

Surname:

Address:

Postcode:

Daytime tel:

Evening tel:

email:

Please consider the complaint I have described below and in the evidence attached. I understand and accept that the details will normally be disclosed to the Councillor, particularly if the matter goes forward for investigation.

Signed

Date

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### Your Complaint

#### Who are you complaining about?

Please give the name of the **Councillor(s)**, **Member(s)** or **Co-opted Member(s)** that you consider has broken the Code of Conduct and the **name of their Authority(ies)**.

Name of the individual(s)	Name of their Authority(ies)

Please tick here if you work for the Authority(ies) shown above

Please tick here if you are a Member of the Authority(ies) shown above

## COMPLAINT FORM

Please provide us with as much information as you can about your complaint to help us to decide whether or not it should be investigated. Include the **date** and **details** of the alleged misconduct and any **information that supports the allegation**. The Monitoring Officer can only consider complaints that a Councillor has broken a local Code of Conduct. Continue on a separate sheet if there is not enough space on this form.

**1. WHO** is the complaint about?  
- if it is more than one person name them all

**2. WHY** are you complaining about them? - say what went on, how you felt about it and why you think it is unacceptable or inappropriate.

Explain which part of the Code of Conduct you feel has been breached.

**3. WHAT** did they do? If it relates to their language or behaviour write down what they actually said/did as you need to say what they did that was unacceptable to you

**4. WHEN** did this take place?  
Be specific on the dates and times otherwise it becomes very difficult to investigate (if that is what happens)

**5. WHERE?** - be specific where it all took place - give the address and also the details of the venue  
- was it in a meeting room/corridor/in the street/in the pub etc

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6. <b>WITNESS</b> - who else was there and heard what went on - you need to name the persons who can potentially be asked questions about the incident(s)	
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**Evidence** (if this applies)

Attach to this form copies of any correspondence, documents, names and details of witnesses and any other evidence that you feel is relevant to your complaint. Please avoid sending us large amounts of background information that only relate indirectly to your complaint.

Please tick this box if you would like us to return the evidence to you

**It is essential that you give evidence to support your complaint, otherwise the Monitoring Officer will not be able to decide if what you say should be investigated.**

**WE NEED DETAILED INFORMATION FROM YOU - THE MORE DETAILED THE BETTER**

Please send this form to:

**The Monitoring Officer  
Council House, Manor Square,  
Solihull, West Midlands B91 3QB**