

COMPLAINT FORM

Appendix 2

... for complaining that a Telford & Wrekin Councillor and/or a Parish/Town Councillor within the Borough of Telford & Wrekin has breached their code of conduct.

Your Complaint

Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their authority:

Name	Name of the Council for which they are a Councillor

Please provide us with the details of your complaint in the space below, of course you may continue on a separate sheet and add copies of additional documents if you need to.

In your complaint you should identify why you think the Councillor has breached his/her Council's code of conduct. You must include all the information that you wish to have taken into account. For example ...

- if you are complaining about a member you should be specific 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.
- where you can you should provide the dates of the alleged incidents
- you should confirm if there were any witnesses to the alleged conduct and provide their names and contact details if possible.
- you should provide any relevant background information.

COMPLAINT FORM

About you:-

Name:	
Address:	
Telephone:	
Email:	

Note

Unless you have a good reason, which you explain in your complaint, your name and details of your complaint will be available to the Councillor(s) that you are complaining about and will be publicly available and used for the purposes of an investigation if it goes that far.

.....
SIGNED

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DATE

Please send your completed form and other information that you wish to be considered to the Monitoring Officer at jonathan.eatough@telford.gov.uk or Telford & Wrekin Council, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

Additional Help

If you need any help in completing this form please contact the Monitoring Officer on 01952 383200 or by e-mail, see above.

