

To: The Monitoring Officer,  
Fareham Borough Council

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### Your details

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Please provide us with your name and contact information so that we can acknowledge receipt of the complaint and keep you informed of its progress.

If you wish to keep your name confidential, you should indicate this in Section C. This will mean we do not disclose it to the member(s) whom the complaint has been made, without your prior consent. Please note there may be exceptions to this as these are set out in Section C.

Please read our [Privacy Statement for Fareham Borough Council](#)

<b>Title</b>	
<b>Forename</b>	
<b>Last name</b>	
<b>Address</b>	
<b>Contact telephone number</b>	
<b>Email address</b>	
<b>Date of complaint</b>	

This form will be reviewed by the Monitoring, or Deputy Monitoring Officer, for Fareham Borough Council, and The Independent Person

A summary of your complaint may also be shared with the Member(s) you are complaining about. 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.

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
- ☐ The Monitoring Officer
- ☐ Other council employee, contractor or agent of the Council
- ☐ Other ( )

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**Making your complaint**

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Please provide us with the name of the member(s) you believe have breached the Council's Code of Conduct:


Please explain in this section what the Member is alleged to have done and why you believe this breaches the Code of Conduct. 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.

It is also important that you provide all the evidence you wish to have considered by the Monitoring Officer when they decide whether to take any action on your complaint or not. For example:

Where possible, 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 or did to insult you.

Please 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 more than 28 days after the alleged behaviour or conduct, clearly explain why the complaint was not made during that period of time.

**Please provide us with the details of your complaint:**

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**Confidentiality of complainant and the complaint details**

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

In the interests of fairness and in compliance with the rules of natural justice, we believe members who have complaints made against them 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 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 the same); or

you may receive less favourable treatment from the Council because of the seniority of the Member against whom you are submitting a written complaint in terms of any existing Council service provision or any tender / contract that you may have or are about to submit to the Council.

If you are requesting confidentiality, the Monitoring Officer will inform you if they consider that it is necessary to divulge your details to the member(s) so that an investigation can be progressed.

However, it is important to understand that - in exceptional circumstances, 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 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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**Remedy sought**

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

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**Additional information**

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Complaints must be submitted in writing and this includes electronic submissions via the online form or a printed version of this form.

Frivolous, vexatious and politically motivated tit-for-tat complaints are likely to be rejected.

We can make reasonable adjustments to assist you if you are unable to make 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 contact the Monitoring Officer at [monitoring@fareham.gov.uk](mailto:monitoring@fareham.gov.uk).

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**Process from here**

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All complaints will be acknowledged within 5 working days. This will be an acknowledgement only and not a formal response. Further information will be provided in that acknowledgement.

Once a valid complaint relating to an alleged breach of the Code of Conduct for Members has been received by the Monitoring Officer, it will be reviewed by the Monitoring Officer who may consult with the Independent Person before taking a decision on how to deal with the matter.

The Monitoring Officer may decide to:

- (a) reject the complaint, with reasons;
- (b) refer the complaint for informal resolution (mediation, apology etc);
- (c) make appropriate referrals should the complaint reveal potential criminal conduct or breach of other regulations;
- (d) refer the complaint for investigation.

You will be notified of the decision and given information on any further stage(s) in

the process at that time.

The Monitoring Officer  
Fareham Borough Council  
Civic Offices, Civic Way  
Fareham  
PO16 7AZ

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Email: [monitoring@fareham.gov.uk](mailto:monitoring@fareham.gov.uk)