

# NORTH YORKSHIRE COUNCIL

## ETHICAL FRAMEWORK

### **COMPLAINT FORM – Members’ Code of Conduct**

If you consider that there has been a breach of the relevant Members’ Code of Conduct by an elected Councillor or voting co-opted member of North Yorkshire Council or of a parish or town council within its area (“Members”) and you wish to make a complaint, please complete this form and then send or email it to:

The Monitoring Officer  
North Yorkshire Council  
County Hall  
NORTHALLERTON  
North Yorkshire  
DL7 8AD

email: [MonitoringOfficer@northyorks.gov.uk](mailto:MonitoringOfficer@northyorks.gov.uk)

Please note that the Monitoring Officer can only consider complaints about the alleged behaviour of individual Members of the Council and parish and town councils in its area and whether this behaviour breaches the relevant Code of Conduct for Members. The Monitoring Officer has no jurisdiction to consider complaints about the Councils as a whole, the way in which they have or have not conducted their business or decisions made by them or complaints about Council employees. If you wish to make a complaint about the North Yorkshire Council as a whole, or one of its services, please see the Council’s website for further information - [Complaints, comments or compliments | North Yorkshire Council](#); if you wish to make a complaint against a parish/town council which does not relate to a breach of the Code of Conduct by an individual councillor, please contact the relevant parish/town council Clerk.

#### **Your Details**

1. Please provide us with your name and contact details:

<b>Title:</b>	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>Contact telephone</b>	

<b>number:</b>	
<b>Email address:</b>	

It is important to provide a name and contact details. Please note that the Council will not take any action in relation to anonymous complaints unless there is a significant public interest in doing so.

As a matter of fairness and natural justice, the Member(s) who is/are the subject of your complaint ('the subject Member(s)') will be advised of the complaint and who has made the complaint and copied into any relevant correspondence (including this completed complaint form, redacted to remove your contact details) received from you. If you wish to request that your identity to be withheld from the subject Member(s), you must make this clear to the Monitoring Officer. Requests for confidentiality will only be granted in exceptional circumstances and at the discretion of the Monitoring Officer, in consultation with the Independent Person.

2. Please confirm the status in which you are making this complaint:

- Member of the public;
- An elected or co-opted Member of the North Yorkshire Council;
- Member of Parliament;
- Local Authority Monitoring Officer;
- Other Council Officer or North Yorkshire Council employee; or
- An elected or co-opted Member of the subject town/parish council; or
- An employee of the subject town/parish Council; or
- Other (please specify)

3. Please provide us with the name(s) of the Member(s) you believe to have breached the Members' Code of Conduct:

Title	First name	Last name	Council

4. For complaints about North Yorkshire Council Councillors, a copy of the North Yorkshire Council Code is published on the Council's website ([Councillors' code of conduct | North Yorkshire Council](#)).

For town/parish councillor complaints, the relevant Code may be published on the relevant town/parish council website or is available from the Clerk.

Please indicate which paragraphs of the relevant Code of Conduct you believe the Member(s) to have breached and **please ensure you are referencing the applicable Code:**

Councillor	Relevant Code paragraph alleged to have been breached

5. Please explain in this section (or on a separate sheet) **what the Member has done** which you believe breaches the Code of Conduct.

If you are complaining about more than one Member you should clearly explain what each individual person has done which you believe breaches the Code.

**Please include your view of what would be a satisfactory outcome of this complaint.**

It is important that you provide all the information you wish the Monitoring Officer to take into account when deciding, in consultation with the Independent Person for Standards, whether to take any action in respect of your complaint.

**Please provide us with the details of your complaint. Continue on a separate sheet if necessary.**

Name:.....Date:.....