



BLYTH TOWN COUNCIL COMPLAINT FORM

TO: The Town Clerk/Complaints & Grievance Committee

Your Details	
Please provide your name and contact details. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint.	
Title	
Name	
Address	
Telephone Number(s)	
Email address	
Signature	
Date of complaint	

Your address and contact details will not usually be released unless this is necessary to deal with your complaint. The following people will see this form:

- The Town Clerk

- The Complaints and Grievance Committee
- The Monitoring Officer

A copy of your complaint will be shared with the party/parties about whom you are complaining. 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 discuss your reasons or concerns with the Council’s Monitoring Officer.

Please indicate whether you are:

- A member of the public
- A Council employee, contractor or agent of the Council
- An elected or co-opted Member of the Council
- A Member of Parliament
- A Monitoring Officer

Making your Complaint

Please state the name of the Councillor/Officer/member of the Public you believe has breached the Council’s Code of Conduct (or if it is a Town or Parish Councillor within the District the details of that Councillor and the Town or Parish Council)

Title	First Name	Last Name	Council

3. Please explain in this section (or on separate sheet(s)) what the individual is alleged to have done that you believe is in breach of the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual has done, with dates and witnesses to substantiate the alleged breach.

It is important that you provide all the evidence you wish to have taken into account when it is decided whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the person said or did. For instance, instead of writing that someone insulted you, you should state what it was he/she 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 more than 28 days ago clearly explain why the complaint was not made at an earlier date during that period of time.

Please provide details of your complaint. Continue on a separate sheet if there is not enough space on this form.

A large, empty rectangular box with a thin black border, occupying the upper two-thirds of the page. It is positioned centrally and appears to be a designated area for a signature or official stamp.