

Code of conduct complaint form

Please use black ink if possible and fill in your name in **BLOCK CAPITALS**.

A Your details

Your name in full

Address and postcode

E-mail*

Daytime contact number Mobile number

* E-mail provides a quick and efficient means of communication, but you should be aware that there is always a small risk of messages being intercepted. As a precaution, we will password-protect any sensitive documents we send you by e-mail.

B Who are you complaining about?

Name of the member (or members) you consider has (have) broken the code of conduct

Name of their authority

C How do you think they have broken the code of conduct?

Please tell us what evidence you have for claiming that the member has broken the code of conduct (you can get copies of the code from the authority). Give as much detail as possible and continue on a separate sheet if you need to. Please attach copies of any relevant correspondence, documents and so on.

Code of conduct complaint form

Continued

D When did the incident take place?

E Are there any witnesses who can confirm what you say? If so, give their full names, addresses and phone numbers

Consent

I understand that my complaint form and all material supplied with it (including my identity) will be disclosed in full to the member who I am making a complaint against and that this information may become public knowledge. This information will also usually be disclosed to the Monitoring Officer and Clerk (where applicable) of the appropriate Council.

I also confirm that I am prepared to give spoken evidence in public in support of my complaint to the authority's standards committee, or any case tribunal which may be appointed to consider any report which the Ombudsman may issue if he decides to investigate my complaint.

Signature

Date

Please send this filled-in form to:

Public Services Ombudsman for Wales

1 Ffordd yr Hen Gae

Pencoed

CF35 5LJ

Phone: **0300 790 0203** (local call rate) E-mail: ask@ombudsman-wales.org.uk Fax: **01656 641199**