

# Cambridgeshire and Peterborough Fire Authority

## Complaint Form - Members' Code of Conduct

If you wish to complain about the conduct of a member of the Cambridgeshire and Peterborough Fire Authority, please complete this form and return it to the Monitoring Officer of the Authority at the address at the end of this form.

Please note that the Monitoring Officer can only deal with complaints about the behaviour of a member that breaches the provisions of the Code of Conduct. He/she will not deal with complaints about matters that are not covered by the Code of Conduct.

### 1. Your details

Please provide us with your name and contact details

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Daytime telephone number:</b>	
<b>Evening telephone number:</b>	
<b>Mobile telephone number:</b>	
<b>Email address:</b>	

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

**However, we will tell the member(s) you are complaining about that you have made this complaint. We will tell them your name and give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and details of your complaint being released, please complete section 3 of this form.**

Please tell us which complainant type best describes you:

- ☐ Member of the public
- ☐ An elected or co-opted member of an authority
- ☐ Member of Parliament
- ☐ Local authority monitoring officer
- ☐ Other council officer or authority employee
- ☐ Other ( )

## 2. Making your complaint

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

Title	First name	Last name

Please provide us with the full details of your complaint. Continue on a separate sheet if there is not enough space on this form. It is important that you provide all the information you wish to have taken into account when a decision is made about whether to take any action on your complaint.

### **3. Confidentiality**

In the interests of fairness and natural justice, we believe members who are complained about have the right to know who has made the complaint and the right to be provided with details of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that to do so would be contrary to the public interest or would prejudice an investigation.

Please note that requests for confidentiality or requests for the suppression of the details of the complaint will not automatically be granted. The Monitoring Officer will consider the request alongside the substance of the complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option to withdraw your complaint.

However, it is important to understand that in certain exceptional circumstances where the matter complained of is very serious, we can proceed with an investigation or other action and disclose your name 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 details of your complaint:

### **4. Additional help**

Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Equality Act 2010, we can make reasonable adjustments to assist you if you have a disability that prevents you from making 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 let us know as soon as possible by phoning the Monitoring Officer on 01480 444615.

**Signed** .....

**Dated** .....

## **5 Submission of this Form**

After completion of this complaint form you should sign and date it and send it to :

Geoff Taylor  
Monitoring Officer  
Cambridgeshire and Peterborough Fire Authority  
Hinchingsbrooke Cottage  
Brampton Road  
Huntingdon  
PE29 2NA