



Lewisham

ETHICS COMPLAINT FORM

Your details

1. Please provide us with your name and contact details

| | |
|---------------------------|--|
| Title: | |
| First name: | |
| Last name: | |
| Address: | |
| Daytime telephone: | |
| Evening telephone: | |
| Mobile telephone: | |
| Email address: | |

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

Normally we will tell the member you are complaining about that you have made this complaint, unless the Monitoring Officer decides that it would not be appropriate to do so.

We will tell them your name and give them a summary of your complaint. We will 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 a summary, or details of your complaint being released, please complete section 5 of this form.

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- An independent member of the standards committee

- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other ()

Making your complaint

You are referred to the [“Procedure for handling complaints of breach of the Member Code of Conduct” Booklet which is available on the Council’s website by clicking this link](#) which explains how complaints of a breach of the Member Code of Conduct will be handled in Lewisham.

3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their authority:

| Title | First name | Last name | Council or authority name |
|-------|------------|-----------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

4. Please explain in this section (or on separate sheets) what the member has done that 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 that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer in deciding what action to take on your complaint. For example:

- You should be specific, wherever possible, 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.
- 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.

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

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

5. In the interests of fairness and natural justice, we believe members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that:
- you will be at risk of physical harm if your identity is disclosed;
 - you are a Council employee who works closely with the member concerned and you are afraid of the effect on your employment if your identity is disclosed;
 - you have a serious medical condition and there are medical risks associated with the disclosure of your identity

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

However, it is important to understand that in certain exceptional circumstances where the matter complained about 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 the details of your complaint:

Additional Help

6. Complaints must be made in writing including by fax or e-mail. 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 to complete this form, please let us know as soon as possible.

Complaints must be sent to :

| | |
|---------|--|
| | The Monitoring Officer |
| | London Borough of Lewisham |
| | Lewisham Town Hall |
| | Catford |
| | London SE6 4RU |
| Tel: | 020 8314 7648 |
| Fax: | 020 8314 3107 |
| E mail: | monitoring.officer@lewisham.gov.uk |

7. Equality monitoring questions

Lewisham Council has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide in this section will be used for statistical monitoring only.

(Please tick the appropriate box)

| | | |
|--------|-----|---------------|
| Female | Age | Date of birth |
| Male | | |

Ethnic origin (2001 Census categories) Please indicate below (tick one box only)

| White | | Mixed | | Asian or Asian British | |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | British | <input type="checkbox"/> | White and Black Caribbean | <input type="checkbox"/> | Indian |
| <input type="checkbox"/> | Irish | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> | Pakistani |
| <input type="checkbox"/> | Turkish/Turkish Cypriot | <input type="checkbox"/> | White and Asian | <input type="checkbox"/> | Bangladeshi |
| <input type="checkbox"/> | Any other white background | <input type="checkbox"/> | Any other mixed background | <input type="checkbox"/> | Tamil |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | Any other Asian background |

| Black or Black British | | Chinese or other ethnic group | |
|--------------------------|----------------------------|-------------------------------|------------------------|
| <input type="checkbox"/> | Caribbean | <input type="checkbox"/> | Chinese |
| <input type="checkbox"/> | African | <input type="checkbox"/> | Vietnamese |
| <input type="checkbox"/> | Any other black background | <input type="checkbox"/> | Any other ethnic group |

Do you consider yourself disabled?

| | | | |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

(Note: the Disability Discrimination Act says that this would be “a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activities”)

Examples of Disabilities – the following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question

Hearing, speech or visual impairments

(if you wear glasses or contact lenses this is not normally considered a disability)

Co-ordination, dexterity or mobility

(eg polio, spinal cord injury, back problems, repetitive strain injury)

Mental health

(eg schizophrenia, depression, severe phobias)

Speech Impairment

(eg stammering)

Learning Disabilities

(eg Down’s Syndrome)

Other physical or medical conditions

(eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia, etc)