

COMPLAINTS ABOUT COUNCILLORS

This section sets out how you can complain about a councillor, and how we will deal with your complaint.

What is a complaint about a councillor?

A complaint is an **allegation** that a Member or Co-opted Member of the District Council, or a Member or Co-opted Member of any Town/Parish Council within Cotswold District, **has broken or breached the Council's Code of conduct for Members** when acting in their official capacity.

The District Council Code of Conduct for Members can be viewed here:-

[CDC Code of Conduct for Members](#)

(CREATE LINK TO CODE)

Who can make a complaint?

Complaints can be made by anyone.

How do I make a complaint?

Complaints, also known as allegations of Member misconduct, must be made in writing to the Council's Monitoring Officer. This can be via letter or e-mail, using the following contact details:-

(i) by letter, write to:

**The Monitoring Officer
Cotswold District Council
Trinity Road
Cirencester
Gloucestershire
GL7 1PX**

(ii) by e-mail, please send to:

bhavna.patel@cotswold.gov.uk

The Monitoring Officer can also be contacted about matters causing concern before a formal complaint is made.

Please write or e-mail, or call to discuss on 01285 623219.

What do I need to do when making a complaint?

You need to let us know which Councillor you are complaining about and say why you think they are in breach of the Code of Conduct.

Please state how you believe that the Code has been breached - specify the relevant element(s) of the Code, and provide as much information as possible to support your complaint, including any documents which you would like us to take into account.

How will my complaint be dealt with?

The Council has in place a procedure to consider and determine whether a Member has breached the Council's Code of Conduct for Members. This process includes the involvement of an independent person (who is neither a Member or Officer of the Council).

In brief, the process is set out in the following flowchart:-

[Flowchart - Procedure for Investigating Complaints against Councillors](#)

(CREATE LINK TO FLOWCHART)

Full details of the process are contained in the following document:-

[Arrangements for Dealing with Allegations of Member Misconduct](#)

(CREATE LINK TO EXPLANATORY DOCUMENT)

What if I would like to speak to someone before submitting a complaint?

This is fine - please contact the Monitoring Officer through any of the contact methods set out above.

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