

## MEMBER CONDUCT

### RAISING CONCERNS (COMPLAINT FORM)

#### Your details

1. 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:</b>	
<b>*Evening telephone:</b>	
<b>*Mobile telephone:</b>	
<b>*Email address:</b>	

\* These details will not usually be released unless it is necessary to do so to deal with your complaint.

However, we will tell the following people that you have made this complaint:

- The Member(s) you are complaining about
- The Monitoring Officer
- The Members of a Member Conduct Panel plus an Independent Person
- Members of the Fire Authority, and Governance, Audit and Scrutiny Committee, via case summaries

We will tell them your name and give them a summary of your complaint, or we will give them full details of your complaint where it is necessary or appropriate for them 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.

## Making your complaint

2. Please provide us with the name of the Member(s) you believe have breached the Code of Conduct:

Title	First name	Last name

3. 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. You should identify the specific provisions of the Code that you think may have been breached.

It is important that you provide **all** the information you wish to have taken into account.

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

Details of your complaint (continued)

**Notes**

- 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, when and where.
- 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 all relevant background information and attach all evidence that you seek to rely upon to substantiate your complaint.

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

4. 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 would be at risk of physical harm if your identity was disclosed
- You work closely with the Member concerned
- There are medical reasons which would justify why disclosure should not take place

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer will initially consider the request alongside the substance of your complaint. We will 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 details of why you believe we should withhold your name and/or the details of your complaint

5. Assistance required

Should you require any assistance to complete this application (for example if you have a particular disability or if English is not your first language) kindly contact the Monitoring Officer on (01482) 393100 .

6. Disclosure of Relationship with a Humberside Fire Authority Officer or Member

Should you have any relationship with an Officer or Member which could affect in any way the progression of your complaint, then you are asked to disclose that relationship. It may for example be that you are an associate of a Member of the Governance, Audit and Scrutiny Committee or an Officer who may be involved.

7. Diversity and Community Monitoring

We would encourage you to complete the attached diversity monitoring form. We will only use this information for the sole purpose of evaluating which sections of our communities have raised concerns about the conduct of Members. This information may result in, for example, more focused engagement.

8. Please tell us which group best describes you:

- Member of the public
- An elected Member or co-opted Member of the Humberside Fire Authority
- An elected or co-opted Member of a constituent authority of the Humberside Fire Authority area (i.e. East Riding of Yorkshire Council, North East Lincolnshire Council, Hull City Council, North Lincolnshire Council)
- Member of Parliament
- Monitoring Officer
- Senior Officer of the Humberside Fire Authority
- Other Officer of the Humberside Fire Authority

# Humberside Fire Authority

## MEMBER COMPLAINTS – COMMUNITY DIVERSITY ANALYSIS

Your ethnic origin is recorded as \_\_\_\_\_ (from the list below)

### Asian or Asian British

Indian AI  
Pakistani AP  
Bangladeshi AB  
Any other Asian background AO

### Mixed

White & Black Caribbean MWBC  
White & Black African MWBA  
White & Asian MWA  
Any other Mixed background MO

### Black or Black British

Caribbean BC  
African BA  
Any other Black background BO

### White

British WB  
Irish WI  
Any other White background WO

### Chinese or other ethnic group

Chinese CH Other O

### My age is:

< 25     25-34     35-44     45-54     55-64     65+

### I am:

Male     Female     Prefer not to say

### What is your religion or belief?

Christian     Hindu  
 Muslim     Sikh  
 Buddhist     Prefer not to say  
 Jewish     Other religion  
(please specify) \_\_\_\_\_

### I live in one of the following administrative areas:

East Riding of Yorkshire     North East Lincolnshire     Other \_\_\_\_\_  
 Hull     North Lincolnshire    \_\_\_\_\_

**I am:**

Heterosexual

Lesbian or gay

Transsexual

Bisexual

Prefer not to say

**Do you have a disability?**

Yes

No

Prefer not to say

The information disclosed shall be used for the sole purpose of monitoring which sections of our communities make complaints concerning Member Conduct. The information may be used to focus increased training or perhaps greater engagement, perhaps to ensure that the role of the Humberside Fire Authority is fully understood.

**Name:** \_\_\_\_\_ (if willing to specify)

