



## COMPLAINT FORM

### Your details

1. Please provide us with your name and contact details

|                           |  |
|---------------------------|--|
| <b>Title:</b>             | Prof   |
| <b>First name:</b>        | David  |
| <b>Last name:</b>         | Smith  |
| <b>Address:</b>           | 4 Dunmow Road,<br>Hatfield Broad Oak,<br>Bishop's Stortford,<br>CM22 7JJ |
| <b>Daytime telephone:</b> | 01279718482  |
| <b>Evening telephone:</b> | 01279718482  |
| <b>Mobile telephone:</b>  | 07879 485573   |
| <b>Email address:</b>     | davidsmithhbo@hotmail.com  |

Your address and contact details will not usually be released unless necessary or 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 of the authority
- the parish or town clerk (if applicable)

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. Are you a:

- 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 (      )

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         |
|-------|------------|-----------|-----------------------------------|
| Cllr  | Keith      | Artus     | Hatfield Broad Oak Parish Council |
|       |            |           |                                   |
|       |            |           |                                   |
|       |            |           |                                   |

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 and independent person when they decide whether to take any action 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 say 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.

I wish to make 3 complaints about Cllr Artus relating to his actions at the HBO PC meeting held on 11th February 2015.

a) I believe that he contravened 3.1 of the code by frequently interfering in the conduct of the business of the meeting, and especially under agenda items 5.2 and 6.00, shouting and refusing to take directions from the chair.

b) I believe that he contravened 3.3.2 of the code in making a reference to the Parish Clerk which was bullying. Under agenda item 10.2 when an administrative error in paying the clerk's wages was being discussed he asked: 'Is she worth it?'

c) I believe that he contravened 6.11/6.1.2.2 by not declaring a non-pecuniary interest in a charity discussed when the main trustee of the charity is living with him.

**Evidence** is available from my own notes which I can send as evidence. In this case I was attending to present a report on Community Speed Watch.

**ALSO** the Parish Clerk makes an audio recording of the meetings to assist with minute taking. This is normally destroyed once the minutes are signed but I request that you ask the Clerk before next Wednesday to retain this as evidence.

**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:

- Disclosure of your identity or the details of your complaint may prejudice the conduct of an investigation
- There is a real threat of reprisals against you or members of your family

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The monitoring officer

and independent person 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 also be aware that once an investigation has been carried out if a hearing is required to determine whether there has been a breach of the Code such hearing would normally be held in public and the investigators report (which will contain details of your complaint) is almost certain to be a public document.

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 submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, 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.