

Sample complaint form for complaints made against Elected Members

The Code of Conduct for Councillors (<https://www.gov.ie/en/publication/48675-code-of-conduct-for-councillors/>) sets out principles and standards of conduct, respect, dignity, equality and integrity for Councillors, in performing their functions and in their relationship with each other, Council employees and with the public. The code is intended to inform the public of the conduct it is entitled to expect from its elected representatives and uphold public confidence in local government. A protocol was written having regard for the Code of Conduct and is intended to deal with complaints of contravention of this code. You may use this form to make a complaint to the Ethics Registrar for South Dublin County Council that a councillor has, or may have, failed to comply with the Code of Conduct for Councillors.

Please use black ink and complete sections 1 and 2 in block capitals.

Section 1: Complainant's Details

Mr/Mrs/Miss/Ms/Dr/Other (please specify):	
Surname:	
Forename(s):	
Address:	
Eircode:	
Email:	
Mobile telephone number:	
Home telephone number:	

Please tick the box that best describes the capacity in which you are making your complaint:

- I am complaining as a member of the public
- I am complaining as a council employee
- I am complaining as a councillor or a former councillor
- I am complaining on behalf of a public body - please specify the body and your position in it:
- I am complaining on behalf of a third sector position in organisation - please specify the organisation and your it:
- I am complaining in another capacity - please provide details:

Section 2: Who are you complaining about?

Name of the Councillor you consider has failed, or may have failed, to comply with the Code of Conduct for Councillors:

Name of the Councillor's Local Authority:

Section 3: What are you complaining about?

Provide full details of why you consider the Councillor named in section 2 of this form has failed, or may have failed, to comply with the Code of Conduct of Councillors. Give as much detail as possible about the Councillor's conduct, describing what the Councillor did; when this happened (including the actual date(s), if possible); and where it happened. (If there is not enough space here, continue on a separate sheet and attach it to this form.)

If the conduct you are complaining about happened more than six months ago, please explain why you have not complained to the Ethics Registrar before now.

Section 4: What evidence do you have to support your complaint?

Provide full details of the evidence you have, or that you are aware of, which supports your allegation that the Councillor has failed, or may have failed, to comply with the Code of Conduct for Councillors. (If there is not enough space here, continue on a separate sheet and attach it to this form.)

If possible, please provide a copy of the evidence you have referred to above. Otherwise, please provide full details of where the evidence can be obtained.

Section 5: Are there any witnesses to the conduct you are complaining about?

If there are any witnesses who can confirm what you have stated about the Councillor's conduct, provide their full names, addresses and telephone numbers. Please also explain how you know the witness(es).

Section 6: Declaration

I wish to complain to the Ethics Registrar that the Councillor named in section 2 of this form has, or may have, failed to comply with the Local Government Act 2001 - Code of Conduct for Councillors.

I understand that if my complaint is investigated, my name and details of my complaint will be passed to the Councillor, as part of that investigation.

I have informed any witnesses I have named in section 5 of this form that I am passing their details to the Ethics Registrar in connection with my complaint and that if my complaint is investigated, they (the witnesses) may be required to give evidence.

Signature:

Date: