

COMPLAINT FORM

Please use this form if you wish to make a complaint alleging misconduct against:

- (a) a councillor; or
- (b) a member of a devolved public body.

The complaint must be **legible** and **signed** by you.

If you need help to complete the form, please telephone the Office of the Chief Investigating Officer on **0300 011 0550**. Please note that we are an independent body, therefore are not able to assist you in formulating your complaint.

Your details

Title: Mr / Mrs / Ms / Councillor / Dr / Other (please specify) _____

First Name: _____ **Surname:** _____

Address: _____

_____ **Postcode:** _____

Phone number (Day): _____ **(Evening):** _____

E-mail: _____

Who are you complaining about? Please give the name of the councillor(s) or member(s) you consider has / have broken the Code of Conduct* and the name of their council or public body.

Name of the councillor or member

Name of their council or public body

* The Councillors' Code of Conduct or the Code of Conduct for the public body. You can read the Codes on the web-site the CIO shares with the Standards Commission – www.standardscommissionscotland.org.uk or we can send you a copy.

What are you complaining about? The CIO shall, so far as possible, investigate your complaint confidentially. Please note, to enable a full and fair investigation it is likely that your complaint will be forwarded to the person you are complaining about and to a limited number of senior officers in the relevant council/body.

What is the misconduct about which you are complaining? Please describe each incident in as much detail as possible.

Please continue on a separate sheet if necessary

Which part of the Code do you feel has been breached (list separately for each person which you are complaining)? Remember we can only investigate complaints that a councillor or member has broken the Code of Conduct.

On what date(s) did this happen? Normally, you should make a complaint within one year of the alleged misconduct.

Have you made a complaint about the alleged misconduct to any other public authority? For example to the council or body concerned, the Scottish Public Services Ombudsman.

Supporting Evidence: Please attach copies of documents, names and details of witnesses and any other evidence that you feel is relevant to your complaint. Please **do not send** originals.

Declaration

I confirm that the information I have given in this form is correct to the best of my knowledge. I request that the Chief Investigating Officer investigates this allegation.

Signed: _____ **Date:** _____

Please send this form to: **Office of the Chief Investigating Officer, 44 Drumsheugh Gardens, Edinburgh, EH3 7SW.**