

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; or
- (c) a MSP.

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

If you need help to complete the form, please telephone the Commissioner for Ethical Standards in Public Life in Scotland 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), member(s) or MSP(s) you consider has / have broken the Code of Conduct* and the name of their council or public body.

Name of the councillor/member/MSP

Name of their council or public body

(not applicable for MSPs)

*The Councillors' Code of Conduct or the Code of Conduct for the public body. You can read the Codes on the web-site **www.publicstandardscommissioner.org.uk** or we can send you a copy. The MSPs' Code of Conduct can be found in the following web address: **http://www.scottish.parliament.uk/msp/conduct/code_final.pdf**

Whistleblowing If you are making a disclosure in terms of the Public Interest Disclosure Act 1998, please place an X in this box.

As this may affect the way in which we assess and, if appropriate, investigate your complaint, we may require to contact you to clarify the circumstances.

Use of your Personal Data We will process your personal data to investigate and report on complaints in terms of statutory duties. You may find it helpful to refer to the Commissioner's Privacy Statement for further information on how we deal with personal information that we hold. The statement can be accessed on <http://www.ethicalstandards.org.uk/privacy-policy/>. Paper copies of our privacy statement are available on request.

What are you complaining about? The Commissioner 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)?

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 or any Parliamentary Authority.

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 Commissioner for Ethical Standards in Public Life in Scotland investigates this allegation.

Signed: _____ **Date:** _____

Please send this form to: **Commissioner for Ethical Standards in Public Life in Scotland, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE.**