

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) an MSP.

If you wish to make a complaint about a lobbyist, or if you need help to complete the form, please telephone the Ethical Standards Commissioner on **0300 011 0550** or email investigations@ethicalstandards.org.uk

The complaint must be **legible** and **signed** by you. Please note that we assess complaints independently and therefore cannot assist with drafting 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, Code of Conduct for the public body and the MSPs' Code of Conduct can be found on our website under 'What we can investigate':

<https://www.ethicalstandards.org.uk/complaints>. Paper copies are available on request.

Whistleblowing A whistleblower is someone who reports an incident of wrongdoing they see at work, and does so in the public interest.

If you are making a such a disclosure, please place an X in this box.

We may contact you to clarify the circumstances.

Use of your Personal Data We will process your personal data when investigating your complaint. We have a privacy statement that explains how we use your information. It can be accessed on <http://www.ethicalstandards.org.uk/privacy-policy/>. Paper copies are available on request.

We will, as 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. If we conclude that there has been a breach your complaint will then be passed to the Standards Commission for Scotland or relevant Committee in the Scottish Parliament.

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

Please continue on a separate sheet if necessary

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

Have you made a complaint about this behaviour 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 you feel is relevant to your complaint (maximum 25 pages). Please **do not send** originals. **Please ensure you provide sufficient evidence to support your complaint. Without this we may not be able to proceed.**

Declaration

I confirm that the information I have given in this form is correct to the best of my knowledge. I request that the Ethical Standards Commissioner investigates this allegation.

Signed: _____ Date: _____

Please send this form to: **Ethical Standards Commissioner, Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE** or investigations@ethicalstandards.org.uk