

Our ref:



**MEMBER CODE OF CONDUCT AND COMPLAINTS PROCEDURE
COMPLAINT FORM**

**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

A. YOUR DETAILS

1. Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Contact telephone:	
Email address:	
Signature:	
Date of complaint:	

Please be aware that your name and the details of your complaint may be made public in accordance with the provisions of the Localism Act 2011 and any regulations made thereunder.

Personal information will be held in accordance with the UK GDPR and processed for the purposes of handling your complaint (which includes supplying information to statutory regulators)

2. Please tell us which complainant type best describes you (please delete those not applicable)

A member of the public
An elected or co-opted Member of a Council (specify)
An independent member of a Standards Committee
A Member of Parliament
A Monitoring Officer
Other Council employee, contractor or agent of the Council
Other (.....)



B.THE DETAILS OF YOUR COMPLAINT

Complaints are dealt with in accordance with Chapter 19 of the constitution of the Cambridgeshire and Peterborough Combined Authority – Member Code of Conduct and Complaints Procedure

1. Please provide details of your complaint below (continue on a separate sheet, if necessary)

The complaint must set out:

- a) who was involved;**
- b) the alleged misconduct (with reference to the principles of conduct described in paragraphs 1.4 and 1.5 of Chapter 19 of the constitution of the Cambridgeshire and Peterborough Combined Authority (copied at Annex 1 below)**
- c) when and where it occurred (including reference to/copies of evidence); and**
- d) how you, as complainant, want the complaint resolved**



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2. Anonymous Complaint

If you wish us to consider a request for withholding your name and/or the details of your complaint, please complete information below.

C. WHAT TO DO NEXT

1. Have you:

Completed all sections on this form?

Signed the form?

Enclosed all the relevant documents?

2. When you have completed this form send it together with all your supporting documents either in paper form or electronically to:

Email: contactus@cambridgeshirepeterborough-ca.gov.uk



**CAMBRIDGESHIRE
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Or

Complaints
c/o Monitoring Officer
Cambridgeshire & Peterborough Combined Authority
72 Market Street
Ely
Cambridgeshire
CB7 4LS

D. HELP

1. Complaints must be submitted in writing (this includes electronic submissions).
2. Complaints are assessed on the basis of the information supplied by you, it is, therefore, important that the information is full and complete.
3. In line with the requirements of the Equality Act 2010 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.
4. If you need any help in completing this form or want information on the progress of your complaint please contact the Monitoring Officer at the address above.

Annex 1: Principles of conduct

1.4 You are a Member or Co-opted Member of the Combined Authority or Business Board, and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

1.5 Accordingly, when acting in your capacity as a Member or Co-opted Member –

- (a) You must act in a manner consistent with the Board’s diversity statement and treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
- (b) You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- (c) You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- (d) When carrying out your public duties or Business Board duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, on evidence.
- (e) You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office or position.
- (f) You must be as open as possible about your decisions and actions and the decisions and actions of your authority or Business Board. In