



COMPLAINT FORM

This form is to be used in respect of complaints against Members of Merseyside Police Authority who may have breached the Authority's Code of Conduct.

Your Details

1. Please provide us with your name and contact details:

Title:	
First names:	
Surname:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
e-mail address:	

Your address and contact details will not usually be released unless necessary in dealing with your complaint. However we will tell the following that the complaint has been made:-

- The Member(s) you are complaining about;
- The Monitoring Officer of the Authority; and

We will give them a summary of your complaint. If you have any serious concerns about your name and/or summary of your complaint being released, please complete Section 6 of this form.

2. Please tell us which of the following best describes you:-

- Member of the public
- An elected or independent member of the Authority

- An elected or independent member of another Authority
- Member of Parliament
- Local Authority Monitoring Officer
- Other Local Authority officer or employee
- Other

3. Equality Monitoring

Merseyside Police Authority promotes equality of opportunity for the whole community irrespective of gender, ethnic origin, disability religious belief, sexual orientation, age and any other irrelevant factor.

Your Complaint

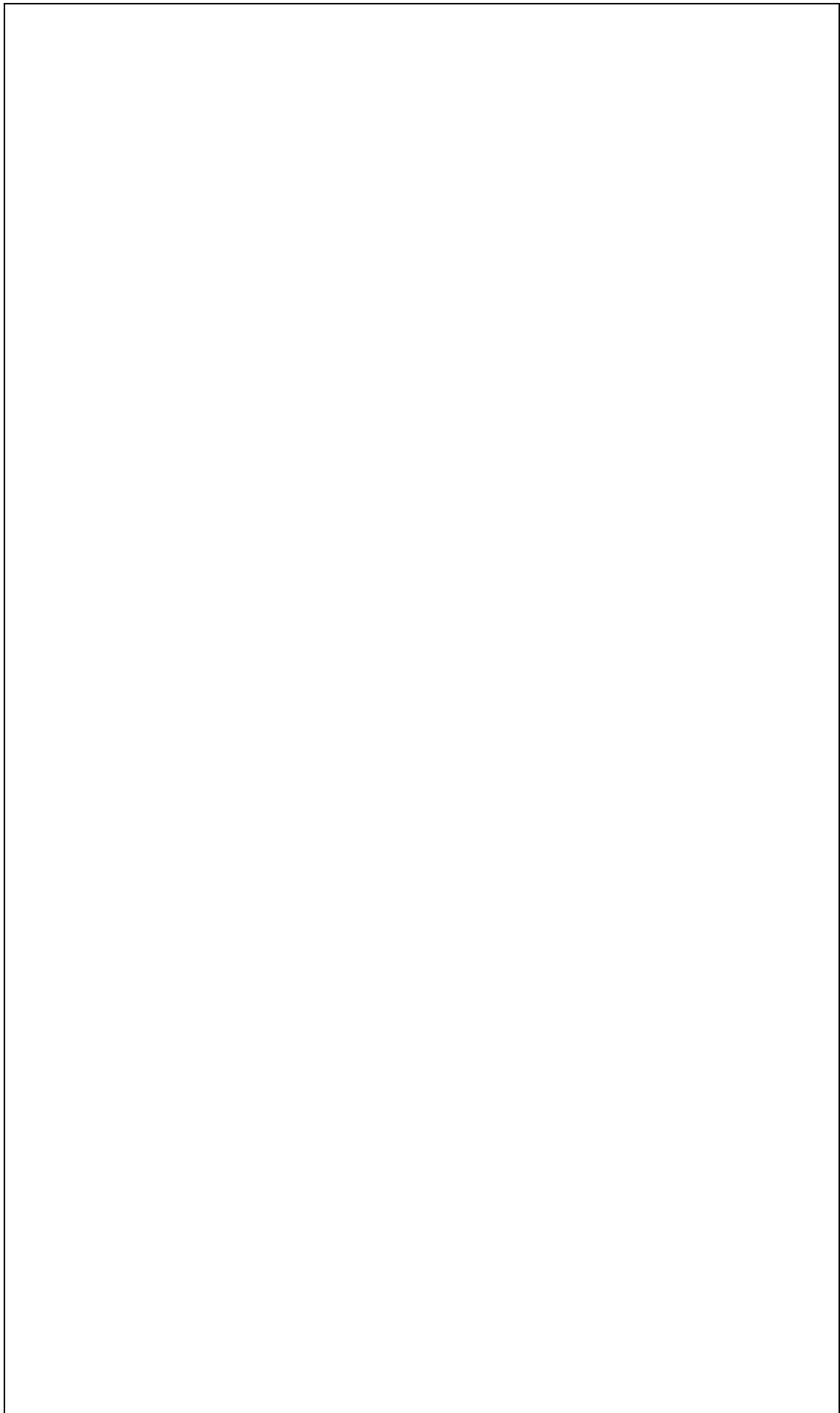
4. Please provide details of the name(s) of the member(s) that you believe to have breached the Authority's Code of Conduct:

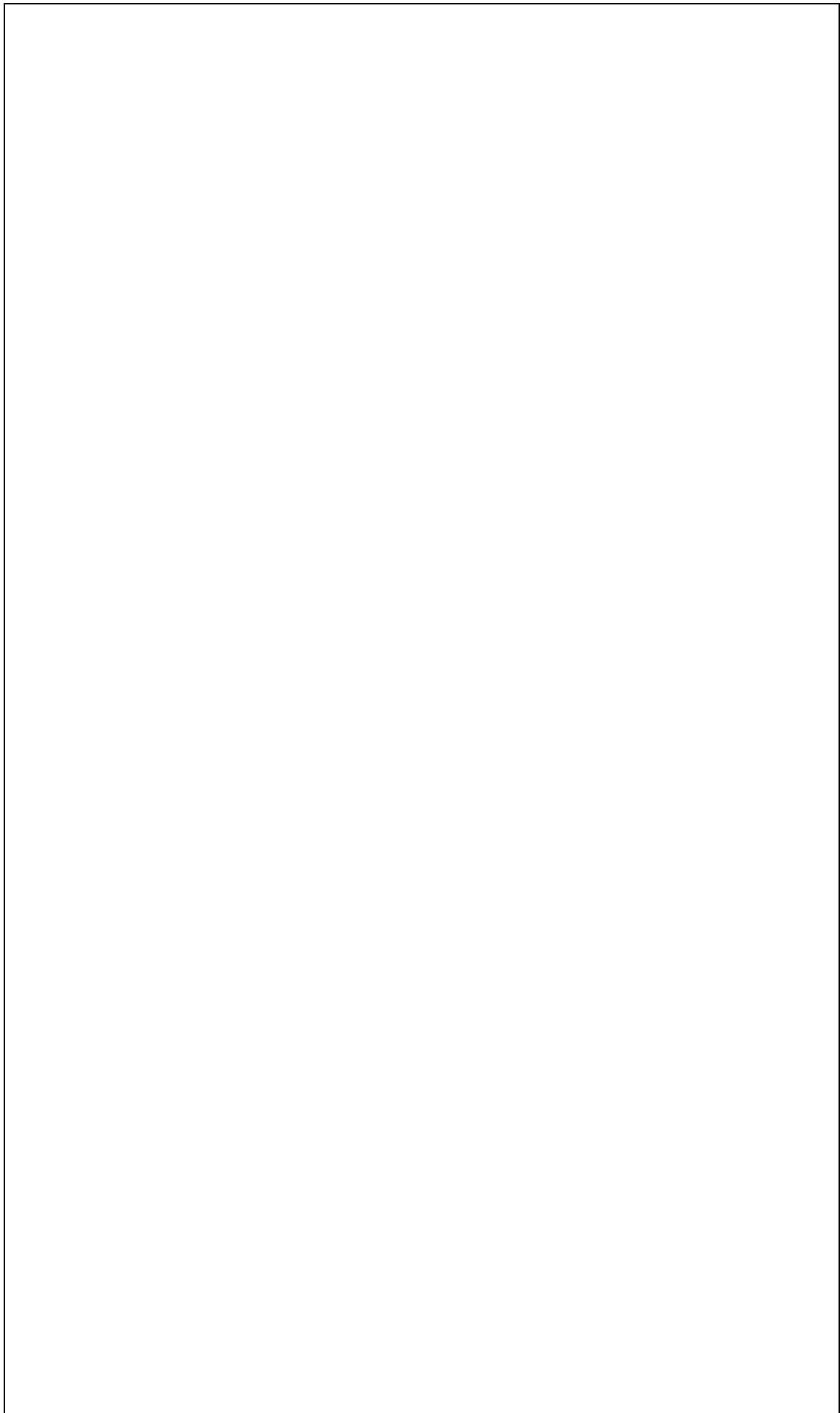
Title	First Name	Surname

5. Please explain in this section what the member has/has not done which leads you to believe that a breach or breaches of the Authority's Code of Conduct have been made. You should explain carefully the actions of each individual. It is important that you provide all the information you wish to have taken into account by the Assessment Sub-Committee. The Committee will decide on the action it takes based solely on the information you provide. You should therefore:-

- Be specific, wherever possible, about exactly what you are alleging the member has done or said.
- Provide dates and a chronology of events wherever possible.
- Confirm whether anybody witnessed the alleged conduct and provide their names and details.
- Provide any relevant background information.

provide details of your complaint here





Only complete this section if you are requesting your identity be kept confidential

6. In the interests of fairness and natural justice, we believe members have a right to know who has complained about them. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or details of the complaint unless you have good reason:-

Please note that requests for confidentiality or requests for suppression of complaints will not be automatically granted. The Assessment Sub-Committee will consider the request alongside the substance of your complaint and inform you of its decision. If your request for confidentiality is not granted, you will normally be given the opportunity to withdraw it.

It is however important to understand that in certain circumstances where the matter complained of is very serious, we can proceed with an investigation or other action and disclose your name and complaint even if you have asked us not to.

please provide us with details of why you believe we should withhold your information and the details of the complaint



Additional Help

7. Complaints must be submitted in writing. This includes fax and e-mail submissions. In line with the requirements of the Disability Discrimination Act 2000 we can make reasonable adjustments to assist you if you have a disability which may prevent you from making your complaint in writing.

We can also help if English is not your first language.

You should let us know as soon as possible if you require any other support in completing the form.