

APPENDIX 'B' CODE OF CONDUCT COMPLAINT FORM

About you	Title:	
	First name:	
	Last name:	
	Address:	
	Daytime telephone:	
	Evening telephone:	
	Mobile telephone:	
	Email address:	

Please tick the complaint type that best describes your complaint:

Member of the public

An elected or co-opted member of the Chief Pleas

Other (please state)

DATA PROTECTION: The information you provide on this form will be held by Chief Pleas and used by us to process your complaint. In accordance with Chief Pleas Record Retention Policy [when drafted], the information you provide on this form will be held for a minimum of 3 years, after which period it will be reviewed for further retention or destroyed in a secure manner. All personal information held by Chief Pleas is held safely in a secure environment. We will share this information with elected Conseillers to enable completion of statutory duties only. Information will not be used for any other purpose by Chief Pleas and will not be passed to any other party without your permission save in the limited circumstances legally available to us.

The Conseiller(s) you are complaining about

Please provide details below:

Title	First name	Last name

What part(s) of the Code of Conduct do you think have been breached?

The detail you are asked to give below should support and explain your choices here. We may come to a different conclusion on what paragraphs of the Code may have been breached, if any. For more details, you can view the Code of Conduct on the Sark Government website. www.sarkgov.co.uk. A hard copy is also available in the Sark Government Committee Office. Please tick against the appropriate part(s) of the Code:

Failed to treat others with respect	
Unlawfully discriminated	
Bullying	
Intimidated or attempted to intimidate others	
Conducted themselves in a manner which is contrary to Chief Pleas duty to promote and maintain high standards of conduct	
Has accepted a gift or hospitality that could be seen by the public as likely to influence the Conseiller's judgement in relation to any matter that they deal with in their official capacity	
Has compromised or attempted to compromise the impartiality of anyone who works for or on behalf of Chief Pleas	
Improperly disclosed confidential information	
Prevented someone from getting information to which they are entitled by law	
Bringing their office or Chief Pleas into disrepute	
Improperly using their position to confer an advantage or disadvantage on themselves or another	
Improperly using the resources of Chief Pleas	
Failure to have regard to the advice of the President of Chief Pleas, Greffier, Senior Administrator, Treasurer or Law Officer	
Has failed to give reasons for making a decision	
Has participated in the scrutiny of a matter on which the person has previously made a decision	
Has failed to correctly register interests as set out in the Code	
Has, at a meeting or any government activity or when making a decision, failed to disclose a registered or registerable interest where it is appropriate to do so	
Has, at a meeting or when making a decision, failed to disclose an interest even though the interest need not be registered	
Has made a decision when they should not have done so because of an interest that they had at the time	
Has failed to absent themselves from the room or Assembly Room where a matter in which they have an interest in is being discussed, whether or not they have disclosed the interest	
Has made a decision where they do not have the power vested in them to do so	
Other, please specify	

Your complaint

Having regard to the guidance notes, please provide us with the full details of your complaint. Continue overleaf and then on a separate sheet if there is not enough space on this form.

(There is more space to detail your complaint on the next page)

Your complaint – please continue here if there is insufficient space on the previous page.

If you still need more room, please continue on a separate sheet.

Witnesses to the alleged conduct

Please provide details of witnesses to the alleged conduct and their contact details. If you do not provide contact details we will not be able to contact the witnesses. We will choose who to contact, if anyone, and so we may not contact all or any of the witnesses whose details you give. Continue on a separate sheet if there is not enough space on this form.

Title	First name	Last name	Home Address telephone number, email if available

Previous action you have taken about this complaint

We need to know whether you have previously referred this complaint to another body, e.g. a committee of Chief Pleas. Please complete the table to indicate to whom you have referred the complaint.

Ministry of Justice	Yes	No
Privy Council	Yes	No
Lieutenant Governor	Yes	No
Other (please specify below)	Yes	No

If you have answered 'Yes' to any of the above please confirm in the box below which organisation the matter was referred to, when it was referred, the reference number that was allocated if you know it and the outcome.

Please continue on a separate sheet if you need more room.

Confidentiality

Only complete this next section if you are requesting that your identity is kept confidential

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:

Please date your complaint here:

Please sign your complaint here:

(use these additional lines
where there is more than one
Complainant)

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Additional help

Complaints must always be submitted in writing. However, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint or makes it difficult for you to submit your complaint in writing.

We may also be able to help if English is not your first language.

If you need any support in completing this form, please let us know as soon as possible.
All submissions must be sent or delivered to:

Confidential

The Conduct Panel
Committee Offices
Chasse Murette
Sark
GY10 1SF

Other contact details:

Telephone: Committee Office 01481 832118

Web site: www.sarkgov.co.uk