



Metropolitan Police Authority

MAKING A COMPLAINT ABOUT A MEMBER OF THE MPA

COMPLAINT FORM

Your details

Please provide us with your name and contact details

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

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the following people that you have made this complaint:

- the member(s) you are complaining about
- the monitoring officer of the authority

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and a summary, or details of your complaint being released, please complete section 6 of this form.

Please tell us which complainant type best describes you:

- Member of the public
- A member of the authority
- An independent member of the standards committee
- Member of Parliament
- Monitoring officer
- Other authority officer, police officer or authority employee
- Other ()

Making your complaint

Please provide us with the name of the member(s) you believe have breached the Code of Conduct:

Title	First name	Last name

Please explain in this section (or on separate sheets) what the member has done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the assessment sub-committee when it decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the member said or did. For instance, instead of writing that the member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.

- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

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

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

- You will be at risk of physical harm if your identity is disclosed;
- You work closely with the Member you are complaining about and the complaint could have consequences for your future employment; or
- You suffer from a serious health condition and there are medical risks associated with your identity being disclosed.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Assessment Sub-Committee will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important to understand that in certain exceptional circumstances where the matter complained about is very serious, we

can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

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

Informal Resolution

It is often possible to resolve complaints without recourse to formal investigation and hearing. In such cases it is important that appropriate action to seek to achieve resolution of the matter is undertaken without delay.

Please advise if you are NOT willing for attempts to be made to seek early informal resolution of your complaint. If you do not so indicate, we will endeavour to seek resolution of your complaint prior to it being submitted to the Assessment sub-committee of the Standards Committee. To assist us in doing this it would be helpful if you could describe what remedy you are seeking / what action you think would be appropriate to resolve your complaint.

Please provide us with details of what remedy you are seeking / what action you think might provide a satisfactory resolution to your complaint (*continue on a separate sheet of paper if necessary*):

Additional Help

Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, 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.

The Authority can provide this document in a variety of other languages, in large print and in Braille. We are also happy to talk to you to provide further assistance and information on how to make your complaint.

If you need any support in completing this form, please let us know as soon as possible.

For further details of the assistance we can provide please telephone: 020 7202 0186/0188 or Minicom: 020 7202 0173 Email: enquiries@mpa.gov.uk.

You should send your complaint form to

Simon Vile
Head of Corporate Secretariat and Monitoring Officer
Metropolitan Police Authority
10 Dean Farrar Street
London
SW1H 0DY
Tel: 020 7202 0180

or by Fax to 020 7202 0246

or by Email: enquiries@mpa.gov.uk