

GM CHIEF EXECUTIVE LEAD FOR POLICE, FIRE AND CRIME

GREATER MANCHESTER POLICE, FIRE AND CRIME PANEL(GMPFCP)

COMPLAINT FORM – Alleging a Conduct Matter about the Greater Manchester Mayor or Greater Manchester Deputy Mayor for Policing, Crime, Fire and Criminal Justice.

Your details

1. Please provide us with your name and contact details

Title:	
First Name:	
Surname:	
Address:	
Telephone Number(s):	
Email address:	

2. The GM Lead Chief Executive for Police, Fire and Crime will tell the following people that you have made this complaint:
 - the office of the Greater Manchester Mayor
 - any other person whom we consider it necessary to inform to properly investigate your complaint
 - the Monitoring Officer of the Greater Manchester Combined Authority if appropriate

- The Independent Office of Police Complaints (IOPC) if appropriate

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.

Making your complaint

3. Your complaint will be acknowledged within 5 working days, and the GM Lead Chief Executive will make an initial assessment as to how to deal with your complaint, and determine whether your complaint must be entered into the Recorded Complaints and Conduct Matters Register. Where your complaint alleges potential criminal conduct of the Greater Manchester Mayor or Greater Manchester Deputy Mayor, the GM Lead Chief Executive will refer your complaint to the Independent Office for Police Complaints (IOPC).

4. Please indicate which officer holder your complaint relates to:-

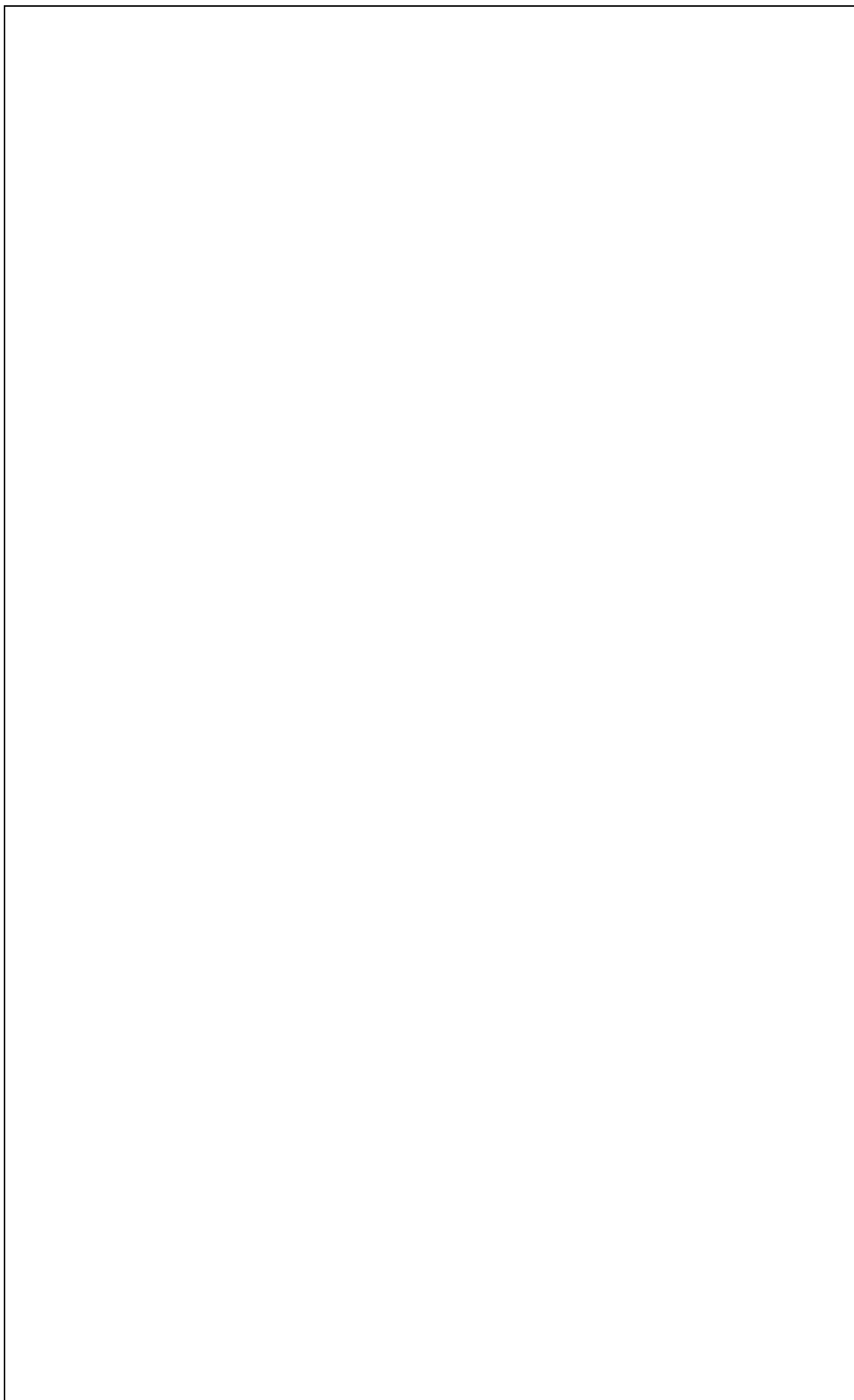
Greater Manchester Mayor	
Greater Manchester Deputy Mayor for Policing, Crime, Fire and Criminal Justice	

5. Please explain in this section (or on separate sheets) what the office holder has done for you to allege this complaint.

It is important that you provide all the information you wish to have taken into account when the GM Lead Chief Executive decides whether any action can be taken.

- You should be specific, wherever possible; about exactly what you are alleging the office holder said or did. For instance, instead of writing that you were insulted, 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 explain 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 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 or details of your complaint is kept confidential.

6. In the interests of fairness and natural justice, office holders who are complained about have a right to know who has made the complaint. The GMPFCP also believes they have a right to be provided with a summary of the complaint and then further details of it if there is a decision to investigate it or take other action on it.

The GM Lead Chief Executive will not withhold your identity, or a summary or the details of your complaint, unless you have exceptional reasons why we should do so.

If you think you have such reasons and want the GM Lead Chief Executive to consider withholding your identity and/or any details of your complaint, either altogether or for some period of time, you must cross out the statement in the box below giving your consent to such disclosure. You must also attach to this form a separate sheet which fully explains what information you want withheld and your reasons for your request to withhold it.

I understand and agree that my name and details of this complaint will be disclosed to the persons mentioned in paragraph 1 above.

If you do request confidentiality and this is not granted, the GM Lead Chief Executive 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, the GM Lead Chief Executive may still proceed with an investigation or other action and disclose your name even if you have expressly asked for your identity to be withheld.

Additional Help

7. Complaints must be submitted in writing. This includes email submissions. However, in line with the requirements of the Equality Act 2010, the GM Lead Chief Executive can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

The GM Lead Chief Executive can also help if English is not your first language.

If you need any support in completing this form, please let the GM Lead Chief Executive know as soon as possible who will try to arrange appropriate assistance for you.

Signed.....

Dated.....

This form once completed should be sent, along with any supporting documents to:

GM Lead Chief Executive for Police, Fire and Crime

c/o

**Jeanette Staley
Head of Community Safety
Place Directorate
Salford City Council
Civic Centre Complex,
The Annex Building,
Chorley Road
Swinton,
M27 5AW**

By e-mail: jeanette.staley@salford.gov.uk