**COMPLAINT FORM**

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| **To be completed by the person making the complaint**  This form can be completed electronically and submitted to the Commissioner for Public Appointments at:  <mailto:publicappointments@csc.gov.uk>  Or by post to:  **Commissioner for Public Appointments**  **Room G/08**  **1 Horse Guards Road**  **London**  **SW1A 2HQ**  The latest version of the Commissioner for Public Appointments Governance Code can be found on the Commissioner’s website <http://publicappointmentscommissioner.independent.gov.uk> . It should be referred to closely when making a complaint to the Commissioner. Please ensure you have read the Commissioner’s Guide to Making a Complaint about a Public Appointments Process before you fill in this form.  Please use **BLOCK CAPITALS** and sign the form at the end. | | | | | |
| **Personal Details** | | | | | |
| Name: | | | | |  |
| Address: | | | | |  |
|  | | | | |  |
| Postcode: | | | | |  |
| Home Telephone No. | | | | |  |
| Daytime/Mobile Telephone No. | | | | |  |
| E-mail | | | | |  |
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| **Please indicate how you wish to be contacted:** | | | | | |
| Letter |  | Email |  |  | |
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| **Please give details of the public appointments process that forms the basis of your complaint:** | |
| Name of appointing department or organisation: |  |
| Name of public body and position (eg Chair): |  |
| When did the public appointments process end, so far as you are concerned? (Please insert the date of any letter informing you of the outcome of the appointments process or other relevant information): |  |
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| **Complainant Assurances & Declaration:** | |
| **The Commissioner for Public Appointments will only hear complaints where you have first complained to the Government department or other organisation responsible for the public appointments process concerned and, having completed their complaints procedure, you have received a response to your complaint.**  **Declaration**  **I confirm that I wish to request that the Commissioner for Public Appointments investigate my complaint as detailed in this form. In lodging this complaint with the Commissioner I also confirm that:**   * **I have completed the complaints procedure of the relevant department or agency and have received a response from them. I remain dissatisfied with their response;** * **I give my consent for the Commissioner to use my personal data, in confidence, when considering my complaint.** * **I consent to the Commissioner and his secretariat making enquiries in order to investigate this complaint.**   **Signature:**  **Date:** | |

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| **What is your complaint?**  **Please provide a summary of your complaint. In doing so, explain how you consider that the above public appointments process breached the Commissioner for Public Appointments Governance Code. Please attach copies of your correspondence with the relevant appointing department or other organisation, especially their final response to your complaint.** *(Please note that this section can be expanded if necessary or you can continue on a separate sheet)* |
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| **If your complaint is upheld and it is found that there had been a breach of the Governance Code, what in your view would resolve your concern or concerns?**  Please tick the appropriate box(es): | | | |
| An assurance from the Commissioner that the relevant department or other organisation responsible for the appointments process has taken appropriate action to prevent a similar breach taking place in future. |  |  |  |
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| An apology from the department or other organisation responsible for the appointments process. |  |  |  |
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| An explanation from the department or other organisation responsible for the appointments process. |  |  |  |
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| Other |  |  |  |
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| **Please ensure that copies of any relevant information are sent to the Commissioner for Public Appointments with a copy of this completed form.**  ***Thank you.*** | | | |