**[link to the comment you would like to report]**

To whom it may concern,

**[We/I]** wish to submit a complaint about a member of the Conservative party. Please see the attached evidence to support the complaint **[newspaper article/parliamentary debate/other]. [Name of Councillor]** spoke about **[topic]** and we find the language used to be offensive to Gypsies **[and/or]** Travellers

**[Add a section including the comments made by the Councillor, explaining clearly how the language is discriminatory, offensive, generalising, and the effect of this.]**

**[We are/ I am]** shocked to read this kind of language from a member of your partywhich is effectively attacking ethnically defined groups. Your code of conduct holds members to a standard of behaviour as follows, **[Insert relevant section of the code of conduct if they have one]. [We/I]** find the comments outlined above to be in direct conflict with these sections of the Code of Conduct.

**[Add context to the issue being discussed by the Councillor to balance out any negative generalisations.]**

In light of the Equality and Human Rights Commission’s research which found that Gypsies and Travellers face the most discrimination of any protected characteristic group. It is the duty of public officials to be careful with their words when discussing protected ethnic groups to avoid making prejudice between the settled community and Gypsies and Travellers any worse.

The Councillor has duties under the Public Sector Equality Duty (PSED) set out in section 149 of the Equality Act 2010. In the exercise of all its functions, it has a duty to have 'due regard' to three statutory equality needs to:

* eliminate discrimination and harassment;
* advance equality of opportunity between members of protected groups and others; and
* foster good relations between persons who share a relevant protected characteristic and persons who do not.

We find the conduct of **[XXX]** to be in direct conflict with the PSED and the party’s code of conduct. Please can you investigate this complaint?

We look forward to your response.