



Monitoring Officer, within 5 working days;

- Acknowledges complaint Informs relevant Member that a complaint has been made and substance of the complaint (dependent on Data Protection considerations)
- Requests that Subject Member makes a response within 10 working days

Monitoring Officer

- Consults Independent Person and;
- Makes a decision

OR

- Calls an Assessment Sub-Committee meeting

Within 5 working days of receiving the Subject Members response

Preliminary tests

- Acting in capacity as Member?
- In office at the time of the alleged misconduct?
- Confirming version of Code to be applied
- Very minor or trivial matter?
- Vexatious or malicious?
- Historical (more than 6 months old)?
- In the public interest to investigate?
- Any other substantial reasons?

Monitoring Officer may refer to the Assessment Sub-Committee for reasons of seriousness, conflict, complexity, potential public interest or political sensitivity Independent Person to be consulted by the Assessment Sub-Committee.

Hearing Sub-Committee Panel to arbitrate on facts and conclude whether or not a breach of the Code of Conduct has occurred.

Any decision must be made only after the views of an Independent Person (who will be present throughout) have been sought and taken into account.

Any decision involving a parish councillor is to be made in consultation with a co-opted parish member (who will be present throughout).

Appeal must be received in writing within 21 days of issue of the written decision and may only be on the grounds of:

- Procedure wrongly applied
- New evidence has come to light since the Hearing; or
- A misdirection in law

Appeal Sub-Committee Panel Members may not have sat on any previous Sub-Committee dealing with this complaint.