

Appendix 3

Standards Assessment Sub-Committee Procedure

The Monitoring Officer will prepare a report which summarises the complaint and paragraphs of the Code of Conduct it is alleged have been breached, the Subject Member's views (if any) and will provide such documentation as is appropriate. It will also detail any attempts at informally resolving the complaint. The report will make a recommendation to the Sub-Committee as to how the matter should progress.

The report will be anonymised (referring to a Subject Member by a single letter of the alphabet different from their surname).

The report will be circulated to the Sub-Committee in confidence as part of a formal agenda.

The Sub-Committee will first ask the Monitoring Officer to speak to the report.

The Sub-Committee (or the Representatives or Independent Person) may ask questions of the Monitoring Officer.

The Sub-Committee will hear the views of the Independent Representative, Town / Parish Representative and the Independent Person before taking a decision.

The decision must have regard to the report and recommendations, the Local Assessment Criteria and views of the Independent Person.

The decision of the Sub-Committee will be formally recorded in the minutes which will be a public record.

The decision will be communicated separately to the Complainant and Subject Member.