

AMENDMENT TO RULES OF PROCEDURE

Reporting Officer: Head of Democratic Services

ASSESSMENT SUB COMMITTEE

Members will be aware that at the last Council meeting a number of small changes to the Constitution were approved including an amendment to the procedures to be undertaken when a complaint about an alleged breach of the Code of Conduct is received, as follows:

Standards Committee Procedure Rules

3. ASSESSMENT

3.1 Upon receipt of a written complaint, the Monitoring Officer will normally:

- Acknowledge receipt in writing within 3 working days, requesting any additional information that may be required to assist with the assessment of the complaint*;
- Notify the subject Member that a complaint has been made, giving details of the complainant (unless the complainant has made a request for confidentiality and the Assessment Sub-Committee has yet to determine whether to grant it), details of the sections of the Code of Conduct to which the alleged breach relates **and requesting any additional information that may be required to assist with the assessment of the complaint***;
- Notify the subject Member that a full written summary will be provided once the Assessment Sub-Committee has met to consider the complaint;
- Arrange for a meeting of the Assessment Sub-Committee to be held within 15 working days;
- Prepare a report for the Assessment Sub-Committee, summarising the complaint and giving full details of the alleged breach along with any additional information the Sub-Committee may need to assist with its deliberations.

*N.B – at this stage seeking additional information should not in anyway amount to an investigation e.g. interviewing witnesses etc, but should be a factual clarification of any ambiguities.