This flowchart summarises the detailed process outlined in 'Arrangements For Dealing With Complaints about Councillor Conduct' – please see the full document for more detail about the procedure to be followed at each step.

Substantive written allegations received by Monitoring Officer (MO)

MO actions:

- Acknowledge receipt to complainant
- Inform subject Member
- Prepare summary for Assessment Sub-Cttee

No further action if MO in consultation with Chair of Standards Committee decides not to progress complaint

Assessment Sub-Committee

 Within 20 working days of receiving allegation Sub-Committee decision - no further action Issue decision notice

Sub-Committee decision - take further action:

- Refer to MO for formal investigation OR
- Refer to MO for other action e.g. training, apology, mediation or other steps

Issue decision notice

Action other than investigation

- MO to implement instruction from Sub-Committee
- MO can refer back to Sub-Committee in light of new information or change of subject Member circumstances

Formal investigation

- Investigating Officer appointed.
- MO can refer back to Sub-Committee in light of new information.
- On completion, Investigating
 Officer must produce report
 setting out findings and their
 conclusion as to whether or not
 the Member has breached the
 code.

Investigation concludes no breach of code

Assessment Sub-Committee must decide either to:

- Accept the finding of 'no failure' to comply with the code, OR
- Refer for local hearing.

Investigation concludes - breach of code

If investigator concludes there has been a breach of the code the MO will refer complaint for local hearing. Finding of 'no failure' Issue decision notice

Hearing within 3 months of Investigator's final report

> Finding of 'failure'

Agree sanctions or no further action.
Issue decision notice