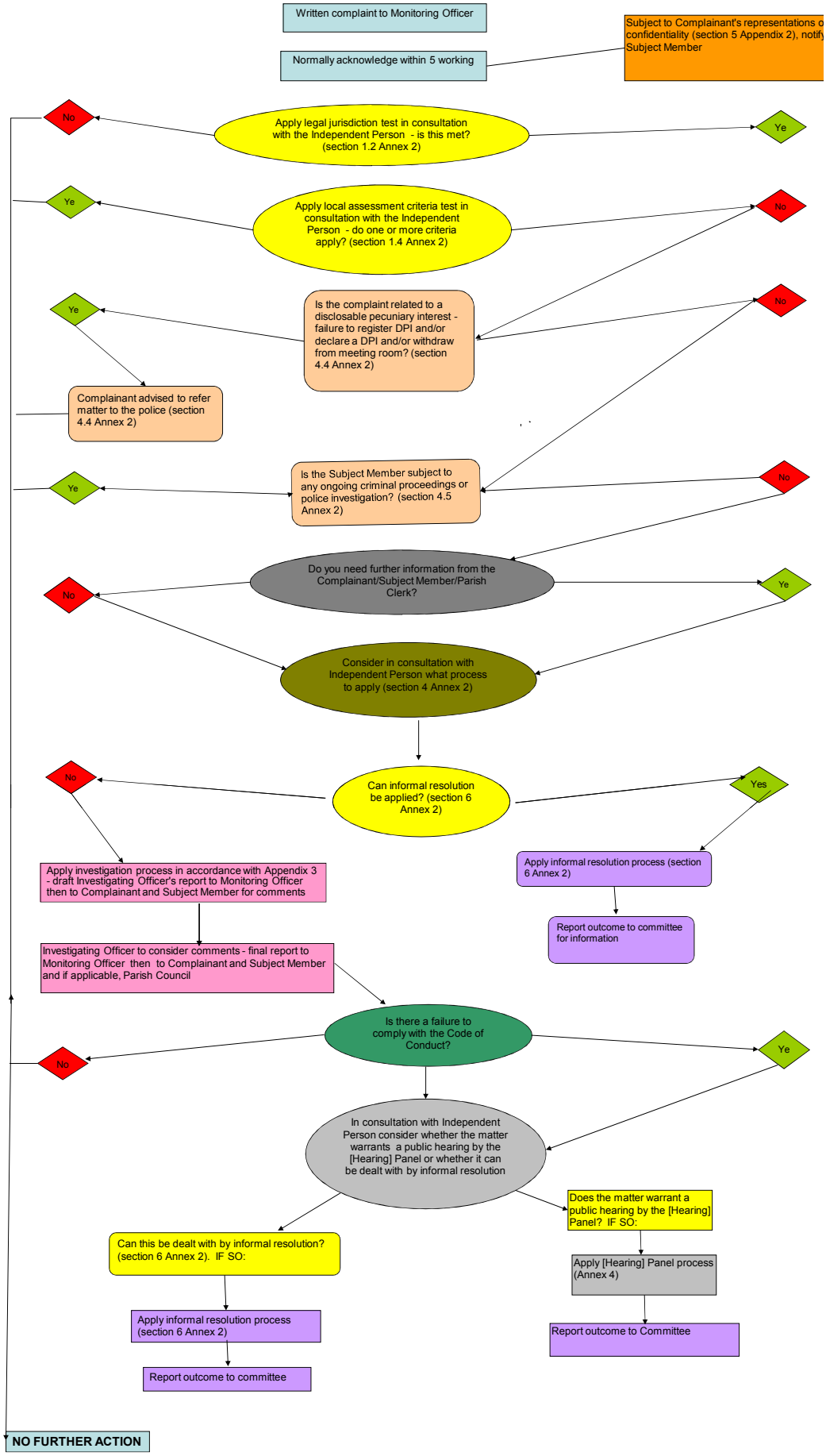
Written complaint to Monitoring Officer
Normally acknowledge within 5 working
Subject to Complainant's representations o
confidentiality (section 5 Appendix 2), notify
Subject Member
No
Apply legal jurisdiction test in consultation with the Independent Person - is this met? (section 1.2 Annex 2)
Ye
Ye
Apply local assessment criteria test in consultation with the Independent Person - do one or more criteria apply? (section 1.4 Annex 2)
No
Ye
Is the complaint related to a disclosable pecuniary interest - failure to register DPI and/or declare a DPI and/or withdraw from meeting room? (section 4.4 Annex 2)
No
Complainant advised to refer matter to the police (section 4.4 Annex 2)
Ye
Is the Subject Member subject to any ongoing criminal proceedings or police investigation? (section 4.5 Annex 2)
No
Do you need further information from the Complainant/Subject Member/Parish Clerk?
No
Ye
Consider in consultation with Independent Person what process to apply (section 4 Annex 2)
No
Can informal resolution be applied? (section 6 Annex 2)
Yes
Apply investigation process in accordance with Appendix 3 - draft Investigating Officer's report to Monitoring Officer then to Complainant and Subject Member for comments
Apply informal resolution process (section 6 Annex 2)
Report outcome to committee for information
Investigating Officer to consider comments - final report to Monitoring Officer then to Complainant and Subject Member and if applicable, Parish Council
Is there a failure to comply with the Code of Conduct?
No
Ye
In consultation with Independent Person consider whether the matter warrants a public hearing by the [Hearing] Panel or whether it can be dealt with by informal resolution
Does the matter warrant a public hearing by the [Hearing] Panel? IF SO:
Can this be dealt with by informal resolution? (section 6 Annex 2). IF SO:
Apply [Hearing] Panel process (Annex 4)
Apply informal resolution process (section 6 Annex 2)
Report outcome to Committee
Report outcome to committee
NO FURTHER ACTION