

## Terms of Reference of the Assessments Sub-Committee

### 1. Terms of Reference

- (a) The Assessments Sub-Committee is established to receive allegations that a member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct.
- (b) Upon receipt of each allegation and any accompanying report by the Monitoring Officer, the Sub-Committee shall make an initial assessment of the allegation and shall then do one of the following:
  - (i) refer the allegation to the Monitoring Officer, with an instruction that she arrange a formal investigation of the allegation, or directing that she arrange training, conciliation or such appropriate alternative steps as permitted by Regulations;
  - (ii) refer the allegation to the Standards Board for England;
  - (iii) decide that no action should be taken in respect of the allegation; or
  - (iv) where the allegation is in respect of a person who is no longer a member of the Authority, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;and shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.
- (c) Upon completion of an investigation by the Monitoring Officer, the Sub-Committee shall be responsible for determining whether:
  - (i) it accepts the Monitoring Officer's finding of no failure to observe the Code of Conduct;
  - (ii) the matter should be referred for consideration at a hearing before the Hearings Sub-Committee of the Standards Committee; or
  - (iii) the matter should be referred to the Adjudication Panel for determination.
- (d) Where the Sub-Committee resolves to carry out any of the actions set out in paragraph 1(b) or 2(c) above, the Sub-Committee shall state its reasons for that decision.

### 2. Composition of the Assessments Sub-Committee

- 2.1 The Assessments Sub-Committee shall comprise 3 members, of whom 1 shall be an independent co-opted member of the Standards Committee, and who shall chair the Sub-Committee, and 2 elected members of the District Council. Except when the Assessments Sub-Committee considers a matter relating to the conduct of a person as a Parish or Town Councillor, the Sub-

Committee shall include a Parish or Town Council representative who is a member of the Standards Committee in place of one of the elected members of the District Council.

- 2.2 The appointment of members to the Sub-Committee shall be carried out by the Monitoring Officer in consultation with the Chairman of the Standards Committee.
- 2.3 No meetings of the Sub-Committee shall be held unless all three members are in attendance.

### **3. Frequency of Meetings**

The Sub-Committee shall meet on an ad hoc basis as and when necessary.