

## Terms of Reference of the Reviews Sub-Committee

### 1. Terms of Reference

- 1.1 The Reviews Sub-Committee is established to review, at the request of a person who has made an allegation that a member of the Authority has failed, or may have failed, to comply with the Authority's Code of Conduct, a decision of the Assessments Sub-Committee that no action be taken in respect of that allegation.
- 1.2 Upon receipt of each such request and any accompanying report by the Monitoring Officer, the Sub-Committee shall review the decision of the Assessments Sub-Committee and shall then do one of the following:
- (a) refer the allegation to the Monitoring Officer, with an instruction that she arrange a formal investigation of the allegation, or specifying that she take an alternative action as permitted by Regulations;
  - (b) refer the allegation to the Standards Board for England;
  - (c) decide that no action should be taken in respect of the allegation; or
  - (d) 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.
- 1.3 Where the Sub-Committee resolves to carry out any of the actions set out in Paragraph 1(b) above, the Sub-Committee shall state its reasons for that decision.

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

The Reviews Sub-Committee shall comprise 3 members, of whom 1 shall be an independent co-opted member of the Standards Committee, who shall chair the Sub-Committee and at least 1 elected member of the District Council. When the Reviews 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.

### 3. Frequency of Meetings

The Reviews Sub-Committee shall meet as and when required to enable it to undertake the review of any decision of the Assessments Sub-Committee within 3 months of the receipt of the request for such a review from the person who made the allegation.