

Terms of Reference of the Review Sub-Committee

As approved by the Standards Committee

1. Terms of Reference

- a. The Review Sub-Committee is established to review upon 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 Assessment Sub-Committee that no action be taken in respect of that allegation.
- b. Upon receipt of each such request and any accompanying report by the Monitoring Officer, the Sub-Committee shall review the decision of the Assessment Sub-Committee and shall then do one of the following:
 - i. refer the allegation to the Monitoring Officer, with an instruction that he/she arrange a formal investigation of the allegation or specifying that he/she take an alternative action as permitted by the 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. Where the Sub-Committee resolves to do 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 Review Sub-Committee

The Review 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 the other 2 shall be elected members of the authority. When the Assessment Sub-Committee considers a matter relating to the conduct of a person in his/her capacity as a Parish or Town Councillor the Sub-Committee shall comprise 4 members, the additional member being a Parish or Town Council representative.

3. Quorum

The quorum for a meeting of the Sub-Committee shall be 3 members.

4. Frequency of Meetings

The Sub-Committee shall agree a programme of meetings sufficient to enable it to undertake the review of any decision of the Assessment Sub-Committee within 3 months of the receipt of the request for such a review from the person who made the allegation, but shall only meet where on or more requests has been received which require to be assessed at that meeting.