

Terms of Reference of the Assessment Sub-Committee

As approved by the Standards Committee

1. Terms of Reference
 - a. The Assessment 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 to arrange a formal investigation of the allegation or 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 determine whether –
 - i. it accepts the Monitoring Officer's findings of no failure to observe the Code of Conduct;
 - ii. the matter should be referred for consideration at a hearing before the Standards Committee; or
 - iii. the matter should be referred to the Adjudication Panel for that decision
 - d. Where the Sub-Committee resolves to do 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 Assessment Sub-Committee

The Assessment Sub-Committee shall comprise three members of whom one shall be an independent co-opted member of the Standards Committee, who shall chair the Sub-Committee, one shall be an elected member of the Council, and one shall be a Town or Parish Council representative.

3. Quorum

The quorum of the Sub-Committee shall be three.

4. Frequency of Meetings

The Sub-Committee shall agree a programme of meetings sufficient to enable it to undertake the initial assessment of any allegation received within 20 working days of receipt of that allegation by the authority, but shall meet only when one or more allegations have been received which require to be assessed at that meeting.