

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 to arrange a formal investigation of the allegation or 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 a minimum of 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. The members may not be members of the Assessment Sub-Committee which assessed the initial complaint. The Review Sub-Committee may also include an Independent Member of the Standards Committee of another authority, or a Parish or Town Council representative other than those who are members of the Herefordshire Standards Committee.

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 review of any decision of the Assessment Sub-Committee within three months of the receipt of the request for such a review from the person who made the allegation, but shall meet only when one or more requests have been received which require to be assessed at that meeting.