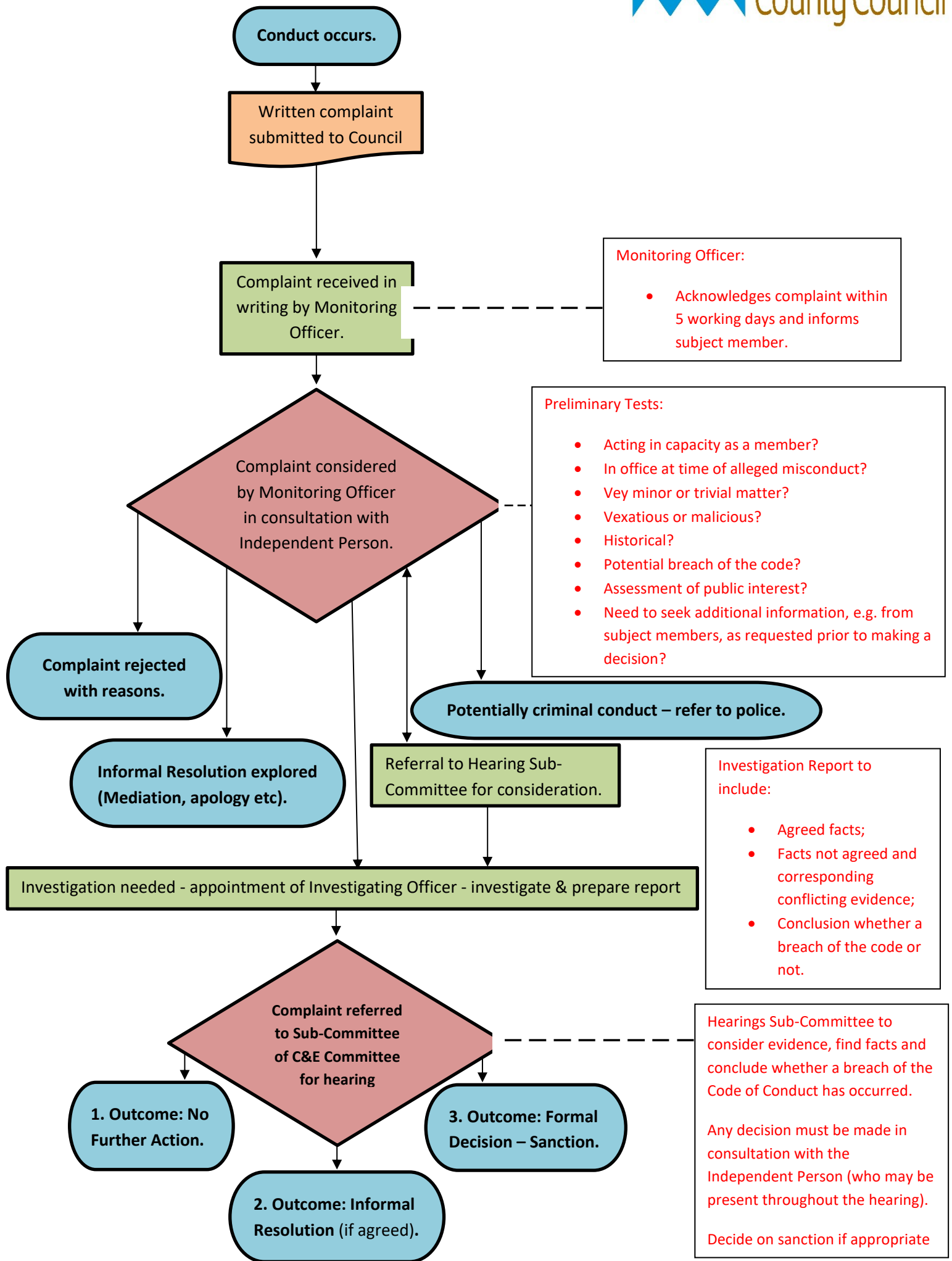


# Members' Conduct Complaints Procedure



**Monitoring Officer:**

- Acknowledges complaint within 5 working days and informs subject member.

**Preliminary Tests:**

- Acting in capacity as a member?
- In office at time of alleged misconduct?
- Very minor or trivial matter?
- Vexatious or malicious?
- Historical?
- Potential breach of the code?
- Assessment of public interest?
- Need to seek additional information, e.g. from subject members, as requested prior to making a decision?

**Investigation Report to include:**

- Agreed facts;
- Facts not agreed and corresponding conflicting evidence;
- Conclusion whether a breach of the code or not.

**Hearings Sub-Committee to consider evidence, find facts and conclude whether a breach of the Code of Conduct has occurred.**

Any decision must be made in consultation with the Independent Person (who may be present throughout the hearing).

Decide on sanction if appropriate