Assessment Sub-Committee flow chart

The complaint form and procedure is available on the website. Complaints must be submitted in writing to the Monitoring Officer. Officers will acknowledge receipt of complaint within 2 days. An Assessment Sub-Committee is set up (within 15 days on average). The Chair must be an Independent Member and a Parish representative is needed if the allegation is about a Parish Councillor. The meeting is not open to the public. The agenda has standard items, including pre-assessment information and the agreed assessment criteria. Option 1: Refer for investigation by Monitoring Officer. Notify parties of the decision, including the Parish Council clerk if appropriate, within 2 days of decision. Option 2: Refer for investigation by Standard for Notify parties of the decision, including the Parish Council clerk if appropriate, within 2 days of decision. Option 3: Refer for other action Notify parties of the decision, including the Parish Council clerk if appropriate, within 2 days of decision. Option 4: No further action Notify parties of the decision, including the Parish Council clerk if appropriate, within 2 days of decision and the rights of appeal within 30 days from date on decision.