



**Outcome of Complaint**

**Investigating Officer concludes there is no evidence of failure to comply with Code of Conduct?**

**Investigating Officer concludes there is evidence of failure to comply with Code of Conduct?**

Monitoring Officer will review the Investigating Officer's report and, if satisfied (after consulting the Independent Person) that the Investigating Officer's report is sufficient, the Monitoring Officer will write to the Complainant and to the Member concerned to provide them with a final copy of the report and to notify them that he/she is satisfied that **no further action is required**

If the Monitoring Officer is not satisfied that the investigation has been conducted properly, he/she may ask the Investigating Officer to reconsider his/her report

Monitoring Officer will review the Investigating Officer's report and will then either send the matter for **local hearing** before the Standards Hearings Sub-Committee or, after consulting the Independent Person, seek **local resolution**

**Local Resolution**

Monitoring Officer will consult Independent Person and Complainant to agree what they consider a fair resolution. If Member complies with the suggested resolution, the Monitoring Officer will report the matter to the Standards and Audit Committee for information, but will otherwise take no further action

**Local Hearing**

Monitoring Officer will conduct "pre-hearing process" where Member will give their response to Investigating Officer's report to identify points of contention. The Complainant and Member will make representations to the Standards Hearings Sub-Committee and if the Sub-Committee finds the Member failed to comply with the Code of Conduct the Chairman will inform the Member of this finding and the Standards Hearings Sub-Committee will then consider what action, if any, it should

Monitoring Officer will prepare a formal decision notice in consultation with the Chairman of the Standards Hearings Sub-Committee **as soon as reasonably practicable**

The decision notice will set out the reason for the decision and be sent to the Complainant and to the Member