

AGENDA

Meeting: Standards Assessment Sub-Committee

Place: Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Wednesday 24 August 2022

Time: 1.30 pm

Please direct any enquiries on this Agenda to Lisa Alexander, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01722 434560 or email lisa.alexander@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Ruth Hopkinson (Chairman)
Cllr Ernie Clark (Vice-Chairman)
Cllr Richard Britton
Cllr Gordon King
Cllr Sam Pearce-Kearney

Gordon Ball (non-voting)
Bunche (Advisory Member)
Drew (Advisory Member)

Substitutes:

Cllr Allison Bucknell
Cllr Trevor Carbin
Cllr Andrew Davis
Cllr Matthew Dean
Cllr Howard Greenman
Cllr Jon Hubbard
Cllr Mel Jacob
Cllr Kathryn Macdermid

Cllr Dr Nick Murry
Cllr Paul Oatway QPM
Cllr Bill Parks
Cllr Pip Ridout
Cllr Mike Sankey
Cllr Iain Wallis
Cllr Derek Walters
Cllr Graham Wright

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

Part I

Items to be considered when the meeting is open to the public

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (Pages 5 - 10)

To approve the minutes of the meeting held on 20 July 2022.

3 **Declarations of Interest**

To receive any declarations of disclosable interests, or dispensations granted by the Standards Committee.

4 **Meeting Procedure and Assessment Criteria** (Pages 11 - 20)

To note the procedure and assessment criteria for the meeting.

5 **Exclusion of the Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Agenda Item Numbers 6 onwards, because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Paragraph 1 - information relating to an individual

Part II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

6 **Assessment of Complaint: COC140291** (Pages 21 - 30)

7 **Assessment of Complaint: COC141113** (Pages 31 - 70)

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Standards Assessment Sub-Committee

**MINUTES OF THE STANDARDS ASSESSMENT SUB-COMMITTEE MEETING
HELD ON 20 JULY 2022 AT KENNET ROOM - COUNTY HALL, BYTHESEA
ROAD, TROWBRIDGE, BA14 8JN.**

Present:

Cllr Ruth Hopkinson (Chairman), Cllr Richard Britton, Cllr Gordon King,
Cllr Sam Pearce-Kearney and Gordon Ball (non-voting)

Also Present:

Tony Drew (Independent Person), Frank Cain (Head of Legal Services), Henry Powell (Democracy & Complaint Manager), Lisa Alexander (Senior Democratic Services Officer), Janet White (Subject Member COC140276) and Owen White (Subject Member COC139676).

Remotely - Ruby Reynolds (Solicitor - Legal Services)

58 **Apologies**

Apologies were received from:

- Cllr Sam Pearce-Kearney
- Cllr Ernie Clark

59 **Minutes of the Previous Meeting**

The minutes of the meeting held on 28 June 2022 were presented for consideration, and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

60 **Declarations of Interest**

There were no declarations.

61 **Meeting Procedure and Assessment Criteria**

The procedure and criteria were noted.

62 **Exclusion of the Public**

It was,

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Numbers 53 onwards, because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Paragraph 1 - information relating to an individual

63 **Assessment of Complaints COC139676 & COC140276**

Two complaints were submitted by Mr Steve Perry, the Complainant, regarding the conduct of Councillor Owen White (COC139676) and Janet White (COC140276) the Subject Members, who are both Members of Ludgershall Town council.

Complaint COC139676

Preamble

The complaint related to an alleged incident on 13 May 2022, where the Complainant states the Subject Member shouted in his face and attempted to take pictures of his vehicle, whilst waving his Ludgershall Town Council ID badge and stating he was a Ludgershall Town Councillor, after the Complainant parked near the Ludgershall Memorial Hall, close to a market stall he rented.

The Sub-Committee was satisfied the initial tests of the assessment criteria had been met, in that the Subject Member was and remains a member of Ludgershall Town Council and that a copy of the relevant Code of Conduct was provided for the assessment.

The Sub-Committee therefore had to decide whether the alleged behaviour would, if proven, amount to a breach of the Code of Conduct. If the Sub-Committee concluded that the alleged behaviour would amount to a breach, then it would have to go on to decide whether it was appropriate under the assessment criteria to refer the matter for investigation.

In reaching its decision, the Sub-Committee took into account the original complaint and supporting information, the response of the Subject Member, and the report of the Monitoring Officer.

The Sub-Committee also considered a written statement from the Complainant, who was not in attendance, and a verbal statement from the Subject Member, who was in attendance.

Discussion

The complaint concerns an incident on Friday 13 May 2022 where the Complainant states the Subject Member and his wife had parked their vehicle near to the Ludgershall Memorial Hall, where he rents a stall on the market. Whilst setting up his gazebo the Complainant alleges that the Subject Member approached him and asked him to move his vehicle before shouting in the Complainant's face 'No, move it now!'.

In addition, the Complainant states that the Subject Member tried to take a photograph of the Complainant's vehicle and verbally assaulted the Complainant whilst 'waving' around his Ludgershall Town Council ID badge and shouting that the car park was owned by the Town Council'. The Complainant asserts that the Subject Member was shouting very loudly and being very threatening and repeatedly mentioned that he was a councillor.

The Complainant also raises that the Subject Member made an accusation that other market stall holders present, one who had previously been a member of Ludgershall Town Council, had put the Complainant up to parking in such a way to block him in intentionally. The Complainant believes that the Subject Member has abused his position to allow him to assert his authority over the Complainant and feels that his behaviour amounts to bullying.

The Subject Member contends that he had been polite and considerate in his communications and stated that the Complainant had been aggressive, shouting and swearing at him and his wife, who as a result had been frightened for their safety.

The Subject Member confirmed he did show the Subject Member his council ID badge to confirm his name when asked, and that he was still wearing it due to having been on council business. He also alleges that the Complainant threatened that he would have punched him in the face if he had been a younger man.

Conclusion

The dispute between the parties had arisen after the Subject Member and his wife, also a member of Ludgershall Town Council, had parked on market day, in the car park near to the Ludgershall Memorial Hall, to attend to the Ludgershall Town Council Notice Board. Upon returning, their vehicle had been blocked in by the Complainant's vehicle.

The Sub-Committee noted that the Subject Member was still wearing his Ludgershall Town Council ID badge on a lanyard around his neck and had referred to this when he was asked his name by the Complainant. The Sub-Committee considered at length the point at which a member of a council ceases to be acting in their capacity as an elected member, once they have completed a task that they had recently been undertaking in that role but did not reach a final conclusion on this point as the matter was able to be determined on other grounds (see below)

In respect of the circumstances which led to the Subject Members vehicle being blocked in and the discussion which followed between the Complainant, the Subject Member and his wife, the Sub-Committee noted the significantly differing accounts of this incident between the Complainant and Subject Member. While it was considered likely that the account provided by the Complainant may, if proven, represent a breach of the Code of Conduct by the Subject Member, it was considered unlikely that an investigation could establish a single, accurate account of what had occurred. As the underlying dispute related to an area where arguments can frequently arise in private life, the Sub-Committee felt that it was not in the public interest (the efficient use of public resources) to investigate further. The Sub-Committee therefore, resolved to take no further action in respect of the complaint.

In summary, the Sub-Committee therefore resolved to take no further action in respect of complaint COC139676.

Resolved:

In accordance with the approved arrangements for resolving standards complaints adopted by Council on 9 July 2019, which came into effect on 1 January 2020, and after hearing from the Independent Person, the Assessment Sub-Committee determined to take no further action in respect of the complaint.

Complaint COC140276

Preamble

This related to the support the Subject Member gave to Subject Member COC139676, during the alleged incident on 13 May 2022 (set out above).

It is alleged that the Subject Member, who was present with her husband at the time of the alleged incident made no attempts to quell the situation' and 'supported her husbands alleged attack on the Complainant, nodding and agreeing and at times joining in with the unprovoked and unnecessary verbal assault', which the Complainant feels makes her 'just as responsible for the incident and should be held equally accountable'.

The Complainant considered that the allegations breached the parish council Code of Conduct.

The Sub-Committee was satisfied the initial tests of the assessment criteria had been met, in that the Subject Member was and remains a member of Ludgershall Town Council and that a copy of the relevant Code of Conduct was provided for the assessment.

The Sub-Committee therefore had to decide whether the alleged behaviour would, if proven, amount to a breach of the Code of Conduct. If the Sub-Committee concluded that the alleged behaviour would amount to a breach,

then it would have to go on to decide whether it was appropriate under the assessment criteria to refer the matter for investigation.

In reaching its decision, the Sub-Committee took into account the original complaint and supporting information, the response of the Subject Member, and the report of the Monitoring Officer.

The Sub-Committee also considered a written statement from the Complainant, who was not in attendance, and a verbal statement from the Subject Member, who was in attendance.

Discussion

The complaint concerns an incident on Friday 13 May 2022 where the Complainant states the Subject Member and her husband had parked their vehicle near to the Ludgershall Memorial Hall, where he rents a stall on the market. Whilst setting up his gazebo the Complainant alleges that the Subject Member's husband had approached him and asked him to move his vehicle before shouting in the Complainant's face.

In addition, the Complainant states that the Subject Members husband tried to take a photograph of the Complainant's vehicle and verbally assaulted the Complainant whilst shouting and 'waving around his Ludgershall Town Council ID badge and was supported in his actions by his wife, the Subject Member, who it is alleged also shouted at the Complainant, in support of her husband and made no attempts to quell the situation.

The Complainant believes that the Subject Member has abused her position to allow him to assert his authority over the Complainant and feels that the Subject Member should be held accountable for her actions in support of her husband.

The Subject Member contends that she got out of the car after her husband had returned following an exchange of words with the Complainant after which the Complainant had allegedly ran at the car and banged on the passenger side window where she was sitting. The Subject Member reported feeling in fear for their safety due to the alleged abusive language and aggressive nature of the Complainant.

Conclusion

The dispute between the parties had arisen after the Subject Member and her husband, also a member of Ludgershall Town Council, had parked on market day, in the car park near to the Ludgershall Memorial Hall, to attend to the Ludgershall Town Council Notice Board. Upon returning, their vehicle had been blocked in by the Complainants vehicle.

The Sub-Committee noted that the main crux of the alleged incident related to the husband of the Subject Member (complaint COC139676), and that it was the Subject Members attendance with her husband during that time, which had led to a complaint regarding her actions of support for her husband.

In respect of the circumstances which led to the Subject Members vehicle being blocked in and the discussion which followed between the Complainant, the Subject Members husband and herself, the Sub-Committee noted the significantly differing accounts of this incident between the Complainant and both of the Subject Members.

The Sub-Committee concluded that if the account provided by the Complainant was proven, it would not meet the threshold for a breach of the Code of Conduct by the Subject Member, therefore, the Sub-Committee resolved to take no further action in respect of the complaint.

In summary, the Sub-Committee therefore resolved to take no further action in respect of complaint COC140276.

Resolved:

In accordance with the approved arrangements for resolving standards complaints adopted by Council on 9 July 2019, which came into effect on 1 January 2020, and after hearing from the Independent Person, the Assessment Sub-Committee determined to take no further action in respect of the complaint.

(Duration of meeting: 2.00 - 2.45 pm)

The Officer who has produced these minutes is Lisa Alexander of Democratic Services, direct line 01722 434560, e-mail lisa.alexander@wiltshire.gov.uk

Press enquiries to Communications, direct line ((01225) 713114 or email communications@wiltshire.gov.uk

STANDARDS COMMITTEE

PROCEDURAL RULES FOR THE ASSESSMENT SUB-COMMITTEE

1 Purpose

- 1.1. These rules have been prepared to facilitate proper consideration by the Standards Committee's Assessment Sub-Committee, when making assessment decisions in respect of Code of Conduct complaints ('the Assessment') and receiving details of completed investigations.
- 1.2. The rules set out a framework for how Assessments are to be conducted and explain the role of the participants at the Assessment.

2. Definitions

- 2.1 The following definitions describe the participants at and the subject matter of a Review:
 - **'Subject Member/Member'** means a member of Wiltshire Council, or of a parish, town or city council within the Wiltshire Local Authority area, against whom a complaint has been made under the Code of Conduct.
 - **'Complainant'** means the person(s) who have lodged a complaint against the conduct of a Member
 - **'Council'** means Wiltshire Council.
 - **'The Monitoring Officer'** is a senior officer of the authority who has statutory responsibility for maintaining the register of members' interests and who is responsible for administering the arrangements for dealing with complaints of member misconduct. It includes any officer nominated by the Monitoring Officer to act on his or her behalf in that capacity.
 - **'Democratic Services Officer'** means the Council's Officer who is present at an Assessment Sub-Committee meeting to take minutes and advise on procedure.
 - **'Independent Person'** means a person appointed under Section 28(7) of the Localism Act:
 - a) whose views must be sought and taken into account before a decision is made on an allegation of member misconduct under these arrangements;
 - b) who may be consulted by the Member about the complaint.
 - **Assessment** means a review of the complaint and any written response by the subject member to consider whether on the papers the complaint merits a formal investigation as set out in paragraph 4.1 and the following provisions of Protocol 12 of the Wiltshire Council Constitution (Arrangements for dealing with Code of Conduct Complaints).
 - **'Code of Conduct'** means the code of conduct for members which the Council and Parish Councils are required to adopt under Section 27 of the Localism Act 2011.
 - **'Local Assessment Criteria'** are the arrangements made under Section 28 of the Localism Act 2011. They set out the process for dealing with a

complaint that an elected or co-opted member of Wiltshire Council or of a parish, town or city council within its area has failed to comply with their Code of Conduct.

- **'Party'** means the Subject Member and the Complainant
- The **'Hearing Sub-Committee'** is a sub-committee of the Council's Standards Committee appointed to determine complaints of member misconduct under the arrangements in Protocol 12 of the Constitution..
- The **'Assessment Sub-Committee'** is a sub-committee of the Council's Standards Committee appointed to make determinations under sections 4 and 6 of the arrangements in Protocol 12 of the Constitution. This can include voting and co-opted non-voting members of the Standards Committee.
- The **'Constitution'** means the Constitution of Wiltshire Council, which includes rules on public participation at committees and the code of conduct complaints procedure.

3. The Assessment

- 3.1. The Assessment is dealt with on the papers and is not to be treated as a hearing of the complaint itself, which can only be convened after an investigation has been concluded and a decision has been made under paragraph 6.1 of the arrangements for dealing with Code of Conduct Complaints referring the matter for hearing.

4. Attendance at Meetings

- 4.1. The Assessment Sub-Committee is a committee of the Council and as such the meeting shall take place in public, However, the Sub-Committee may exclude the public from all or part of the Assessment, by passing a resolution in accordance with Section 100A(4) of the Local Government Act 1972, where it considers that there is likely to be disclosure of exempt information and that it is in the public interest to do so . Given the nature of the issues to be considered by the Sub-Committee it is very likely that such a resolution would normally be appropriate at this stage in the process.
- 4.2. The Complainant and the Subject Member, as parties to the Review, would not be covered by such a resolution to exclude the public and press and may attend the Assessment Sub-Committee. However, the Sub-Committee will normally retire to consider their decision and return to inform the parties of their decision.
- 4.3. If a party has informed the Council that they do not intend to attend the Sub-Committee meeting, or have not given any indication as to whether or not they intend to attend, the Assessment will proceed in their absence. As it is an assessment on the papers, no adverse inference will be drawn from any parties' non-attendance at a meeting.
- 4.4. If a party has indicated an intention to attend the meeting, but is not present at the start of the meeting, the Assessment will proceed in the absence of that party, unless the Sub-Committee considers it necessary to adjourn the meeting to enable the party to attend and make their representations.

- 4.5. If a party does not intend to attend and speak to the meeting, they may submit a short written representation that will be taken into account by the Sub-Committee in reaching their decision.
- 4.6. In addition to the Sub-Committee members and any co-opted member, the meeting may be attended by one or more Independent Persons, Democratic Services Officer(s) and the Monitoring Officer.

5. Procedure

- 5.1. The Complainant and the Subject Member (or their representative) will be permitted up to three minutes to make any statement. If there is more than one complainant or subject member present, then, subject to the discretion of the Chairman, the maximum total time for statements by all complainants shall be three minutes. Any statements made should relate to the specific issues being considered by the Assessment Sub-Committee and should not raise any new issues or allegations.
- 5.2. Complainants and subject members for each complaint will be brought before the sub-committee to make a statement separate from any other complaint, except in the case of the same complaint submitted against multiple members
- 5.3. The Monitoring Officer will provide reports on any complaint that is to be assessed.
- 5.4. The report shall contain a summary of the complaint, supporting evidence, and response of the subject member, which aspects of a relevant code are alleged to have been breached, and options on whether to refer the complaint for investigation, dismiss the complaint, refer for alternative resolution, with reasoning for any recommended outcome.
- 5.5. The reports will also include in full any relevant material and supporting evidence provided by the complainant or subject member
- 5.6. No new documentation is to be introduced at the Sub-Committee meeting without the agreement of the Sub-Committee. New documentation should only be admitted if is considered by the Sub-Committee to be essential to its consideration of the issues in the Assessment
- 5.7. The Sub-Committee may take into account written representations made by, or correspondence from, a party that have been received since the publication of the agenda, where it is considered that this will assist the Assessment.
- 5.8. No questioning of the parties will be permitted, other than by the Sub-Committee with the agreement of the Chairman, to seek clarification of any point that has been made
- 5.9. Following any statements by the parties, the Assessment Sub-Committee will normally withdraw, with the Independent Person(s) if in attendance, and relevant officers, to consider the case.
- 5.10. Taking into consideration the documents provided, namely the original complaint, response of the Subject Member and any relevant additional material, the Sub-Committee will apply the tests required under paragraph 3 of the local assessment criteria, namely whether:
 - a) the complaint is about the conduct of a member of a council within the area of Wiltshire Council;

- b) the member was a member at the time of the incident giving rise to the complaint;
- c) the member remains a member of the relevant council; or, if not, that there are exceptional circumstances to justify a decision that it is in the public interest to continue to consider the complaint;
- d) a Code of Conduct is in force for the relevant council and provided;
- e) the matters giving rise to the complaint would, if proven, be capable of breaching that Code.

5.11. If the Sub-Committee are not satisfied that the criteria in a-e above are met, the complaint will be assessed as requiring no further action.

5.12. If the Sub -Committee are satisfied that a-e in para 5.7 above are met, they shall consider whether, under the rest of the local assessment criteria, the complaint should proceed to investigation. The Sub-Committee may also recommend any other suitable action, including mediation.

5.13. Before making any decision, the sub-committee will have regard to the views of an Independent Person. The Independent Person, if in attendance, may contribute to the discussion of the Sub-Committee at any time

6. Decision

6.1. The parties will be informed of the Sub-Committee's decision once it has been made and a full decision with written reasons shall be sent to the Complainant and Subject Member as soon as practicable thereafter.

7. Post-Investigation

7.1. If , following an investigation, the outcome of that investigation is a finding of no breach, the Monitoring Officer will prepare a report and recommendation to the Assessment Sub-Committee. This will be considered using the same procedure as detailed above.

Assessment Sub-Committee Meeting Procedure Summary

1. If appropriate, the Chairman invites those present to introduce themselves.
2. The Chairman outlines the Assessment Procedure as set out in the Agenda, makes any relevant announcements and asks for any declarations of interest.
3. The Sub-Committee determines whether to pass a resolution to exclude the press and the public from the rest of the meeting.
4. Each complainant and subject member will be given the opportunity to make a statement to the Sub-Committee of up to three minutes for each party. In the interests of confidentiality the subject members and complainants for separate complaints will be brought before the assessment sub-committee separately. A complaint made multiple members may be considered together.
5. The Monitoring Officer presents a report for each complaint requiring assessment.
6. Taking into consideration the evidence, namely the original complaint, response of the Subject Member and any relevant additional material submitted in the request for a review of the initial assessment, the Sub-Committee will then apply the tests required under paragraph 3 of the local assessment criteria, namely whether:
 - a) The complaint is about the conduct of a member of a council within the area of Wiltshire Council;
 - b) That the member was a member at the time of the incident giving rise to the complaint;
 - c) That the member remains a member of the relevant council, or, if not, that there are exceptional circumstances to justify a decision that it is in the public interest to continue to consider the complaint;
 - d) That a Code of Conduct for the relevant council is in force and has been provided;
 - e) That the matters giving rise to the complaint would, if proven, be capable of breaching that Code.
7. If the criteria in 6 a) to e) are met, the Sub-committee will consider whether, under the local assessment criteria, they feel the complaint should be referred for investigation or other suitable action, including mediation, or whether the complaint should be dismissed or no further action should be taken.
8. The Sub-Committee will request and receive the views of an Independent person in person or in writing at the beginning of their discussion.

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STANDARDS COMPLAINTS ASSESSMENT CRITERIA

The Monitoring Officer and Assessment Sub-Committee will adopt the approach and apply the criteria set out below in the assessment of complaints under locally adopted Codes of Conduct for Members.

1. Relevance

1.1 The criteria and procedures set out in this document only apply to complaints made against individual members that fall within the relevant code of conduct. It is likely that complaints will be received by the Monitoring Officer which do not relate to local codes of conduct for members. These might include complaints relating to the provision of services by councils; matters relating to the council as a corporate body (including decisions made by the council); or matters which should be dealt with under a council's complaints procedure. They may be complaints relating to council employees, other authorities or matters relating to a member's private life which do not fall within the remit of the Standards Committee.

1.2 Where complaints are received that are outside the scope of these procedures, the Monitoring Officer will advise the complainant that they cannot proceed under local codes of conduct, but that the complainant should contact the relevant council in order to bring a complaint under the appropriate alternative complaints procedure, where available.

2. Alternative resolution

2.1 The Monitoring Officer or Assessment Sub-Committee will always consider whether an alternative means of resolving the complaint would be appropriate.

3. Initial Tests

3.1 Before the assessment of a complaint begins, the Assessment Sub-Committee should be satisfied that:

- a) The complaint is about the conduct of a member of a council within the area of Wiltshire Council;
- b) That the member was a member at the time of the incident giving rise to the complaint;
- c) That the member remains a member of the relevant council, or, if not, that there are exceptional circumstances to justify a decision that it is in the public interest to continue to consider the complaint;

- d) That a Code of Conduct for the relevant council is in force and has been provided;
- e) That the matters giving rise to the complaint would, if proven, be capable of breaching that Code.

3.2 If the complaint fails one or more of these tests it cannot be investigated and no further action will be taken.

4. Sufficiency of information

4.1 As any assessment will be conducted solely on the papers provided, it is essential that the complainant provide sufficient information to enable the subject member and those responsible for assessing the complaint to understand the substance of the complaint. If insufficient information is provided, the Monitoring Officer will not normally proceed with consideration of the complaint. It is the responsibility of the complainant to provide any supporting evidence for their complaint to justify a full investigation.

4.2 If the complaint meets the criteria set out in 3. a-e above, and the complainant has provided sufficient information to enable the issues complained of to be understood, the Monitoring Officer will send a copy of the complaint to the subject member and ask for the subject member's comments. When these have been received, the Monitoring Officer will consider the complaint and provide a report and recommendation on it to the Assessment Sub-Committee, together with copies of the original complaint (and any supporting documentation) and the Subject Member's response.

4.3 At this assessment stage, the Assessment Sub-Committee will not normally consider any further representations or correspondence from either the complainant or subject member.

5. Seriousness of the Complaint

5.1 A complaint will not be referred for investigation if, on the available information, it appears to the Assessment Sub-Committee to be trivial, vexatious, malicious, politically motivated or 'tit for tat'.

5.2 A complaint will not normally be referred for investigation if the subject member has offered an apology, a reasonable explanation of the issues, or if the Assessment Sub-Committee takes the view that the complaint can reasonably be addressed by other means.

5.3 Bearing in mind the public interest in the efficient use of resources, referral for investigation is generally reserved for serious complaints where alternative options for resolution are not considered by the Monitoring Officer or Assessment Sub-Committee to be appropriate, particularly in

cases where a subject member is no longer a member of a relevant council.

6. Length of Time Elapsed

6.1 A complaint will not be referred for assessment when it is made more than 20 working days from the date upon which the complainant became, or ought reasonably to have become, aware of the matter giving rise to the complaint. Any such complaint will be dismissed by the Monitoring Officer, and will not be referred to the Assessment Sub-Committee, although the Monitoring Officer retains the discretion to refer a complaint for assessment that would otherwise be out of time, in exceptional circumstances.

6.2 In any event, the Assessment Sub-Committee may decide not to refer a complaint for investigation where, in their opinion, the length of time that has elapsed since the matter giving rise to the complaint means that it would not be in the interests of justice to proceed.

7. Anonymous Complaints

7.1 Anonymous complaints will not be accepted for consideration unless the Monitoring Officer is satisfied that there would otherwise be a serious risk to the complainant's personal safety, in which case the Monitoring Officer will decide how the complaint should be taken forward.

8. Multiple Complaints

8.1 A single event may give rise to similar complaints from a number of complainants. Where possible these complaints will be considered by the Assessment Sub-Committee at the same time. Each complaint will, however, be considered separately. If an investigation is deemed to be appropriate the Monitoring Officer may determine that, in the interests of efficiency, only one complaint should go forward for investigation, with the other complainants being treated as potential witnesses in that investigation.

9. Confidentiality

9.1 All information regarding the complaint will remain confidential to the parties until determined otherwise by the Monitoring Officer, Assessment Sub-Committee or Hearing Sub-Committee.

10. Withdrawing Complaints

10.1 A complainant may ask to withdraw their complaint before it has been assessed.

10.2 In deciding whether to agree the request the Monitoring Officer will consider:

- a) the complainant's reasons for withdrawal;
- b) whether the public interest in taking some action on the complaint outweighs the complainant's wish to withdraw it;
- c) whether action, such as an investigation, may be taken without the complainant's participation.

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