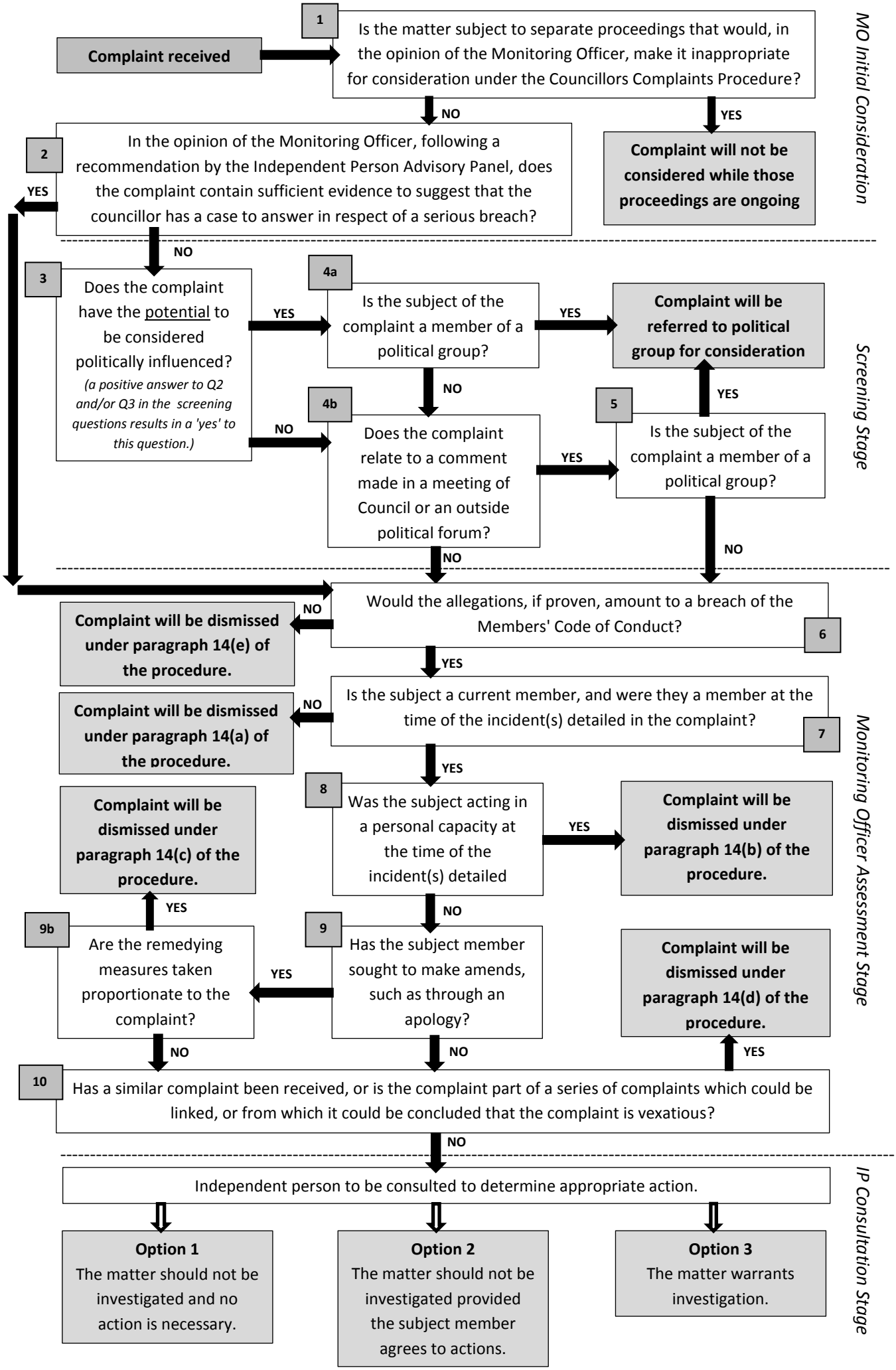
Appendix 4


MO Initial Consideration
Complaint received
1
Is the matter subject to separate proceedings that would, in the opinion of the Monitoring Officer, make it inappropriate for consideration under the Councillors Complaints Procedure?
NO
YES
Complaint will not be considered while those proceedings are ongoing
2
In the opinion of the Monitoring Officer, following a recommendation by the Independent Person Advisory Panel, does the complaint contain sufficient evidence to suggest that the councillor has a case to answer in respect of a serious breach?
YES
NO
Screening Stage
3
Does the complaint have the potential to be considered politically influenced?
(a positive answer to Q2 and/or Q3 in the screening questions results in a 'yes' to this question.)
YES
NO
4a
Is the subject of the complaint a member of a political group?
YES
Complaint will be referred to political group for consideration
NO
4b
Does the complaint relate to a comment made in a meeting of Council or an outside political forum?
YES
5
Is the subject of the complaint a member of a political group?
YES
NO
NO
Monitoring Officer Assessment Stage
Would the allegations, if proven, amount to a breach of the Members' Code of Conduct?
6
NO
Complaint will be dismissed under paragraph 14(e) of the procedure.
YES
Is the subject a current member, and were they a member at the time of the incident(s) detailed in the complaint?
7
NO
Complaint will be dismissed under paragraph 14(a) of the procedure.
YES
8
Was the subject acting in a personal capacity at the time of the incident(s) detailed
YES
Complaint will be dismissed under paragraph 14(b) of the procedure.
NO
9
Has the subject member sought to make amends, such as through an apology?
YES
Complaint will be dismissed under paragraph 14(d) of the procedure.
9b
Are the remedying measures taken proportionate to the complaint?
YES
Complaint will be dismissed under paragraph 14(c) of the procedure.
NO
NO
YES
10
Has a similar complaint been received, or is the complaint part of a series of complaints which could be linked, or from which it could be concluded that the complaint is vexatious?
NO
IP Consultation Stage
Independent person to be consulted to determine appropriate action.
Option 1
The matter should not be investigated and no action is necessary.
Option 2
The matter should not be investigated provided the subject member agrees to actions.
Option 3
The matter warrants investigation.