Flowchart showing procedure for dealing with Code of Conduct complaints

Note – If the complaint alleges a failure to declare a disclosable pecuniary interest then this is a criminal matter and should be referred directly to the Police without following this procedure.

- MO receives and assesses complaint in consultation with ‘independent person’
- MO discusses with complainant and councillor concerned
- No action [ends]
- Refer to Political Group Leader’s for action
  - Leader confirms action taken [ends]
  - Leader takes no action/complaint ongoing, MO considers local resolution or investigation

- Undertake local resolution * [ends], or
  - Councillor refuses to co-operate, MO considers local resolution or investigation
  - Investigation **
    - Councillor’s view sought
    - Witness evidence/other information obtained, as appropriate
    - Refer to independent person, for recommendation on finding (and sanctions)
    - Recommendation of ‘no breach’ [ends]
    - Recommendation of ‘breach’ MO reports to Hearings Panel for determination [ends]

* local resolution could include the issue of an apology, provision of training or other action
** an investigation is a process dealt with by written representations