



**Process for Code of Conduct Complaints – Indicative Timescale**

| Working Days | Process  |
|--------------|--|
| Day 1        | Complaint received   |
| Day 1 -5     | Monitoring Officer acknowledges receipt  |
| Day 1 -5     | Monitoring Officer writes to Subject Member with details of the allegations*   |
| Day 6 – 10   | Subject Member may make written representations to the Monitoring Officer which must be taken into account. Representations received after may be taken into account at the discretion of the Monitoring Officer |
| Day 11 – 20  | The Monitoring Officer will review complaint and consult with Independent Person to decide (initial assessment) whether complaint merits investigation or another course of action                               |
| Day 21 – 25  | Where applicable the Monitoring Officer will appoint an investigating officer  |
| Day 26 – 45  | The Investigating Officer will produce a draft report **   |
| Day 46 – 55  | Where the Investigating Officer finds no failure to comply with the Code of Conduct the Monitoring Officer provides a copy of the Decision and Investigating Officer’s report                                    |
| Day 46 – 65  | Where the Investigating Officer finds sufficient evidence of failure to comply with the Code of Conduct, matter referred for local resolution or to a Hearings Panel   |
| Day 66       | Hearings Panel outcome published where applicable  |

\* Subject to any representations from the complainant on confidentiality, which are accepted as valid by the Monitoring Officer.

\*\* It would be expected that any investigation once commenced would not normally exceed 20 working days.

However, as it is not possible to be prescriptive of the length of investigations in all cases the Monitoring Officer may amend this timescale.