

## Appendix 2

### Terms of Reference of the Review Sub-Committee

#### As approved by the Standards Committee

1. Terms of Reference
  - a. The Review Sub-Committee is established to review, (upon the request of a person who has made an allegation that a member of the Council has failed, or may have failed, to comply with the Authority's Code of Conduct,) a decision of the Referrals Sub-Committee that no action be taken in respect of that allegation.
  - b. Upon receipt of each such request and any accompanying report by the Monitoring Officer, the Sub-Committee shall review the decision of the Referrals Sub-Committee and shall then do one of the following:
    - i. refer the allegation to the Monitoring Officer, with an instruction that they arrange a formal investigation of the allegation, or specifying that they take an alternative action as permitted by Regulations;
    - ii. refer the allegation to the Standards Board for England;
    - iii. decide that no action should be taken in respect of the allegation; or
    - iv. where the allegation is in respect of a person who is no longer a member of the Council, but is a member of another relevant authority (as defined in Section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority;and shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.
  - c. Where the Sub-Committee resolves to do any of the actions set out in Paragraph 1(b) above, the Sub-Committee shall state its reasons for that decision.

#### 2. Composition of the Review Sub-Committee

The Review Sub-Committee shall comprise 3 members, of whom 1 shall be an independent member of the Standards Committee, who shall chair the Sub-Committee and the other 2 shall be members of the Standards Committee.

#### 3. Quorum

The quorum for a meeting of the Sub-Committee shall be 3 members.

4. Frequency of Meetings

The Review Sub-Committee shall meet as and when required to enable it to undertake the review of any decision of the Referrals Sub-Committee within 3 months of the receipt of the request for such a review from the person who made the allegation.