



**NORWICH**  
City Council

### **ARRANGEMENTS FOR DEALING WITH STANDARDS ALLEGATIONS**

1. The following arrangements constitute Norwich City Council's adopted procedure for dealing with complaints that a councillor has failed to comply with the council's code of conduct.
2. The council will appoint a standards committee of 8 members (including two co-opted members). Its terms of reference are :-
  - (a) The promotion and maintenance of high standards of conduct by the members and co-opted members of the council.
  - (b) To deal with any ancillary matters relating to standards and conduct including replying to consultations, training etc.
  - (c) To assist when called upon to do so in deciding whether a standards complaint should be referred for investigation.
  - (d) To hear and determine standards complaints made against the council's members and co-opted members.
  - (e) To impose such sanctions as they think fit in relation to matters found to be breaches of the code.
  - (f) To hear and determine applications for dispensations.
3. A complaint must be made in the first instance to the council's monitoring officer.
4. A complaint must be made on the council's model complaint form or, if submitted in any other way, must contain all the information required by that form.
5. The monitoring officer will consider the complaint against the council's adopted criteria for deciding whether a complaint should be referred for formal investigation. The monitoring officer will consult the council's "independent person" before making a decision.
6. If the monitoring officer decides not to refer the complaint for investigation then the matter is closed. There is no provision for appeal or review of that decision

by the council or any other person. The monitoring officer will give a summary of the reasons for his / her decision.

7. If the Monitoring Officer decides that the complaint requires investigation the Monitoring Officer will appoint a person to investigate and to report back to him/ her. The Monitoring Officer will then consider the conclusion of the investigator's report.
8. If the conclusion of the investigation is that there has been no breach of the Code and the Monitoring Officer considers that that is a reasonable conclusion then the Monitoring Officer will write to the complainant and the member concerned to inform them that there will be no further action. Again, there is no provision for appeal or review of that decision by the council or any other person.
9. If the investigation concludes that there is evidence of a breach of the Code then the Monitoring Officer will consult the Independent Person and make a decision either to:-
  - (a) resolve the matter without the need for a hearing or
  - (b) to convene a meeting of the council's standards committee or a sub committee of the standards committee to hear the matter.
10. The procedure at the hearing will be in accordance with rules adopted by the standards committee.
11. If the hearing concludes that there has been **no breach** of the code then the matter is resolved. There is no provision for appeal or review of that decision by the council or any other person.
12. If the hearing concludes that there **has** been a breach of the code the committee will consider whether and what sanction it might be appropriate to impose on the member found to be in default. These are as follows:-
  - (a) Censure or reprimand.
  - (b) Report to full council.
  - (c) Recommendation to the council to remove the member from membership of committees or sub-committees.
  - (d) Recommendation to the council to remove the member from any position (including leader) of the cabinet.
  - (e) Require the member to undergo training in ethics and standards.
  - (f) Removal of the member from external nominations or appointments.
  - (g) Withdrawal of facilities or services from the member including access to council premises and/or IT facilities.