



**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 workings 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.