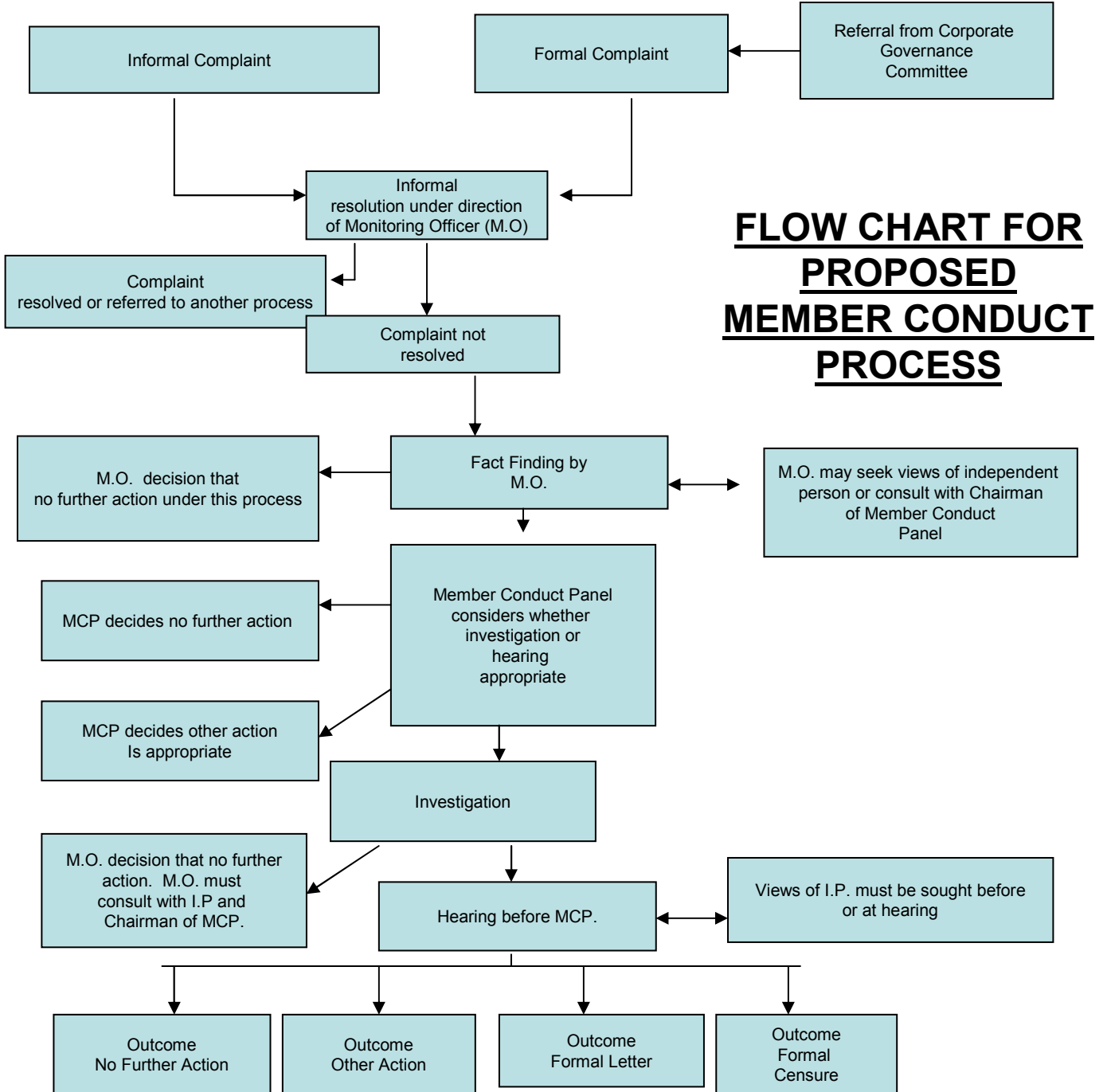


## APPENDIX B



Please see Notes attached  
DM/LS/Presentation6

# • Notes

- At every stage in the process, reasons for decisions must be given.
- Complaints may be made by members or officers of the County Council, members of the public or on referral from the Corporate Governance Committee.
- Members subject of complaint will be advised of the allegations and their views sought at the first opportunity unless there are wholly exceptional circumstances, such as that member being seriously ill or unavailable or it is clear that the M.O. will conclude that no further action will be taken or there is a risk that by so doing an investigation may be prejudiced.
- At any stage of the process, if it becomes clear to the M.O. that the complaint should be referred to the police, he/she will then have authority so to do without seeking the views of the MCP, Chair of MCP or IP. The Chair of MCP will normally be advised of the referral. In these circumstances, the member subject of the complaint may not be advised of the referral.
- References to 'other action' include an apology or training for a member; other action is an alternative to formal investigation or may be an outcome (in some cases with a formal letter or censure) to a hearing.
- Legal representation will not be allowed before hearings of MCP.
- An investigation may be carried out by the M.O. or commissioned by the M.O.