

Minutes of the **Employment Appeals and Ethics Sub-Committee**  
of the **Test Valley Borough Council**

held in The Annexe, Crosfield Hall, Broadwater Road, Romsey  
on Wednesday 8 April 2015 at 4.00 pm

Attendance:

Councillor I Carr	(P)	Councillor P Giddings	(P)
Councillor M Cooper	(P)	Councillor M Hatley	(A)
Councillor A Dowden	(P)		

1

**Apologies**

Apologies for absence were received from Councillor Hatley.

2

**Appointment of Chairman**

**Resolved:**

That Councillor Carr be appointed Chairman for the duration of the meeting.

3

**Review and Revision on the Arrangements for Dealing with Complaints**

The Localism Act 2011 requires that each Council adopts a code of conduct which both promotes and maintains high standards of conduct by Members of the Council. It also requires that each Council must have in place arrangements to manage the investigation and decision-making process in respect of an alleged breach of the Code.

The revised procedure is intended to ensure that whilst there can be a full consideration of the complaint with Member participation, that consideration is not delayed by committee process, which delay serves only to exacerbate the sense of grievance and anxiety of both complainant and Member alike.

**Resolved:**

- 1. That the Arrangements for Dealing with Complaints set out in the Annex be approved.**
- 2. That the Initial Assessment of the Complaint as set out in the Annex be delegated to the Monitoring Officer.**
- 3. Authority be delegated to the Head of Legal & Democratic Services to make consequential amendments to the Complaint Form and the guidance notes “Making a Complaint about a Councillor.**

(Meeting ended at 4.20 pm)