

**TERMS OF REFERENCE OF THE
REVIEW SUB-COMMITTEE**

Terms of Reference

1. The Review Sub-Committee will review, upon the request of a person who has made an allegation that a Member of Huntingdonshire District Council or the Parish Councils within the District has failed, or may have failed, to comply with the Code of Conduct, a decision of the Referrals (Assessment) Sub-Committee that no action be taken in respect of that allegation.
2. Upon receipt of each such request and any accompanying report by the Monitoring Officer¹, the Sub-Committee shall review the decision of the Referrals (Assessment) Sub-Committee and shall then do one of the following:
 - (i) refer the allegation to the Monitoring Officer, with an instruction that he/she undertake a formal investigation of the allegation, or specifies that he/she take an alternative action as permitted by the 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 Authority, 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 requesting the review and the Member concerned of that decision.
3. Where the Sub-Committee resolves to do any of the actions set out in paragraph 2 above, the Sub-Committee shall state its reasons for that action.

Composition of the Review Sub-Committee

4. The Review Sub-Committee shall comprise three Members, of whom one shall be an Independent Member of the Standards Committee who shall chair the Sub-Committee, one elected Member of the District Council and one Town and Parish Council representative.

¹ Where the post of Monitoring Officer is referred to, the text should read, with effect from 27th June 2008, Interim Monitoring Officer until such time as a new Director of Central Services is appointed.

Quorum

5. The quorum for a meeting of the Sub-Committee shall be three Members. In the event of the unavailability of the Independent Chairman of the Sub-Committee, the Director of Central Services and Monitoring Officer is authorised, after consultation with the Chairman of the Standards Committee to select a substitute Independent Member to chair the Sub-Committee as necessary.

Frequency of Meetings

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