Assessment Flowchart – Current Procedure

Set up assessment sub-committee within 20 working days	→	Pre-assessment reports and enquiries	→	Assessment sub-committee meets	→	Assessment of complaint against agreed criteria	→	Decision on complaint

Refer for investigation by monitoring officer	Refer for investigation by the Standards Board for England	Refer for other action	No further action

	Notify the Monitoring Officer whether they will accept the case		Notify the parties of the decision and the rights of appeal