

What if the Assessment Sub-Committee decides to take no further action and you don't agree?

The Assessment Sub-Committee will take reasonable steps to tell you the reason for its decision. Where it decides to take no other action and you don't agree with the reasons, or think it did not make the decision properly, or you have new information that you think might affect its decision you can ask for a review of the Sub-Committee's decision. You should make this request within 30 calendar days of receiving the Sub-Committee's decision.

Your request for a review will be considered by another sub-committee, the Review Sub-Committee. None of the people who made the original decision are allowed to take part in the review. The meeting of the Review Sub-Committee will be chaired by an independent member. This Sub-Committee can uphold the original decision or overturn it, and will tell you in writing what is they have decided.

Investigations, hearings and sanctions

If your complaint is referred for investigation, on the completion of the investigation it may be referred for a hearing by the full Standards Committee or a sub-committee appointed by the Standards Committee or by the Adjudication Panel for England. Where a member or co-opted member is found to have failed to comply with the Members' Code of Conduct the panel conducting the hearing may impose a sanction. The sanctions that can be imposed range from censure to disqualification from office for a period of up to five years. The sanction powers of the Adjudication Panel are greater than those of the Standards Committee.

Local complaint procedures

The Authority has published details on its website on the procedures it will follow in relation to complaints made about the behaviour of members. These cover the initial assessment, investigation and the conduct of hearings.

If we can be of any further help, please contact:

Kevin Sharp
Chief Executive and Monitoring Officer
Humberside Police Authority
40 High Street
Hull
HU1 1PS
Tel 01482 334880
kevin.sharp@humberside.pnn.police.uk
www.humberside-pa.org.uk

MAKING A COMPLAINT **ABOUT THE CONDUCT OF A MEMBER OF**



HUMBERSIDE
POLICE AUTHORITY

From May 2008, if you want to make a complaint about the conduct of a member or co-opted member of Humberside Police Authority you must write to the Authority's Standards Committee, at the address at the end of this leaflet.

There is a form to help you make sure you are sending all the information the Standards Committee needs. You can either use the form or write a letter that covers all the points in the form. Please send any documents that support your complaint with your form or letter. Please contact the Monitoring Officer below to request a copy of the form. It is also available at: www.humberside-pa.org.uk

If you have a disability, which prevents you from making your complaint in writing, we can make reasonable adjustments to assist you.

We can also help if English is not your first language.

If you have any questions or difficulties filling in the form, please contact the Chief Executive and Monitoring Officer. Tel 01482 334880 or email: Kevin.sharp@humberside.pnn.police.uk

What is the Standards Committee?

The Standards Committee is a group of people appointed by the Authority to help maintain and promote ethical standards. It is made up of members of the Authority and independent members.

You can find more details about the Standards Committee and the procedures for handling complaints about member conduct on the Authority's website at: www.humberside-pa.org.uk

What you can complain about

You can complain about a member or co-opted member of the Authority breaking any part of the Authority's Code of Conduct for Members. A copy of this Code of Conduct can be inspected at the Authority's offices at Pacific Exchange, 40 High Street, Hull, HU1 1PS. You can also view a copy of the Code of Conduct on the Authority's website.

The types of behaviour covered by the Code of Conduct include:

- Unlawfully discriminating against someone.
- Failing to treat others with respect.
- Bullying any person.
- Intimidating any person involved in an investigation or proceedings about someone's misconduct.
- Doing something to prevent those who work for the Authority from being unbiased.
- Revealing information that was given to them in confidence, or stopping someone getting information they are entitled to by law.
- Damaging the reputation of their office or authority, where the conduct is linked to their public role and not in their private capacity.
- Using their position improperly, to their own or someone else's advantage or disadvantage.
- Misusing the Authority's resources.
- Allowing the Authority's resources to be misused for the activities of a registered political party.
- Failing to register financial or other interests.
- Failing to reveal a personal interest at a meeting.
- Taking part in discussion or making a decision where they have an interest that is so significant that it is likely to affect their judgement (known as 'prejudicial interest').
- Improperly influencing a decision about a matter that they have a prejudicial interest in.
- Failing to register any gifts or hospitality they have received in their role as a member of the Authority, worth over £25.

The Standards Committee can only deal with complaints about the behaviour of a member or co-opted member of the Authority. It will not deal with complaints about things that are not covered by the Members' Code of Conduct.

The Standards Committee will not look at complaints that are about:

- People employed by the Authority.
- People employed by the Police Service.
- Incidents that happened before a member was appointed to the Authority.
- Incidents that happened before the Authority adopted the Code of Conduct or before 5 May 2002, whichever is the earlier.
- The way in which the Authority conducts or records its meetings.
- The way the Authority has or has not done something. This may be a matter for the Local Government Ombudsman if the Authority has not dealt with the matter properly and it has not been resolved locally.
- Decisions of the Authority or one of the Services it provides. In this case, you should ask how to complain using the Authority's own complaint system.

What will happen to your complaint?

Once you have made your complaint, you will be told in writing what will happen to it. Your complaint will be considered by a sub-committee of the Standards Committee, the Assessment Sub-Committee.

The Assessment Sub-Committee will meet to consider your complaint. This should be within 20 working days. The meeting will be chaired by an independent member.

The Assessment Sub-Committee can decide to:

- Investigate your complaint.
- Take some other form of action.
- Send it to the Standards Board for England.
- Send it to the Standards Committee of another authority if the member belongs to that authority, or one of the parish or town councils that come under it.
- Take no further action.

What is "other action"?

"Other action" is usually some form of conflict resolution, mediation or training. This decision is reached where the Assessment Sub-Committee decides that it is likely to resolve the situation more effectively than an investigation and possible sanction.