

## **Appendix 2 – Sanctions**

Where a panel finds that the subject member has been in breach of the code, that panel (or substitutes if any member is unavailable) may take any of the steps set out below. Where the monitoring officer has referred the question of sanction to a panel, the panel may take any of the steps set out below. Where a report or recommendation is made to any person or body, that person or body may take any of the steps set out below.

When deciding upon a sanction or what other action to take, the decision makers should ensure that it is reasonable, proportionate and relevant to the subject member's conduct and, if relevant, past conduct. The decision maker may take one, or a combination or any other sanction it decides is reasonable and proportionate.

### **A Sub Committee of the Standards Committee**

A Sub Committee may take any one or more of the following steps:

- 1) determine that the matter requires no further action.
- 2) refer the matter to or back to the monitoring officer to seek or to continue to seek an informal resolution to the matter, to be referred back to the panel if that fails.
- 3) report its findings in respect of the subject member's conduct to council
- 4) issue a formal censure
- 5) recommend to the subject member's group leader (or in the case of un-grouped councillors, recommend to council) that they be removed from any or all committees or sub-committees of the authority
- 6) recommend to the leader of the authority that the subject member be removed from positions of responsibility
- 7) instruct the monitoring officer to arrange training for the subject member
- 8) recommend to council that the subject member be removed from all outside appointments to which they have been appointed or nominated by the authority
- 9) recommend to council that it withdraws facilities provided to the subject member by the authority for a specified period, such as a computer, website and/or email and internet access
- 10) recommend to council that it excludes the subject member from the authority's offices or other premises for a specified period, with the exception of meeting rooms as necessary for attending council, committee and sub - committee meetings and/or restricts contact with officers to named officers only
- 11) if relevant recommend to council that the subject member be removed from their role as leader of the authority
- 12) if relevant recommend to the secretary or appropriate official of a political group that the Councillor be removed as group leader or other position of responsibility.

### **Council, Leader or appropriate official of the Political Groups**

Where a report or recommendation has been made to the council or other body or person the council or that body or that person may take any one or more of the following steps:

- 1) note the report.
- 2) follow and act upon the recommendation.
- 3) reject the report or recommendation with reasons.
- 4) refer the matter back to the panel with or without a recommendation to take any other step which had been open to the panel.
- 5) impose any other step which had been open to the Council, Leader or appropriate official of the Political Group.