

Complaints Sub-Committee

Terms of Reference

Purpose

To informally resolve non-criminal complaints against the Avon and Somerset Police and Crime Commissioner (PCC) and criminal complaints or conduct matters that are referred back to the Panel by the Independent ~~Police Complaints Commission (IPCC)~~ **Office for Police Conduct**

1. The Panel may set up a Complaints Sub-Committee (sub-committee) to undertake a specified function of the Panel. The role of the sub-committee is to carry out delegated functions of the Panel associated with the complaints handling process and the informal resolution of complaints.
2. **In the case of more serious complaints**, the scope of the work to be undertaken by the sub-committee will be agreed by the **members of the sub-committee** ~~Panel~~ on a case by case basis **in consultation with the Lead Officer** and will include the purpose/objective of the work to be undertaken and **if possible**, timescales for reporting back to the Panel **on the outcome of the complaints process**.
3. There will be no maximum size of the sub-committee and the minimum size will be **3-4**. ~~If necessary, size will be determined on a case by case basis when the Panel agrees the scope of the work to be undertaken.~~
4. The membership of the sub-committee will be confined to members of the Panel and if possible should include at least one ~~of the three~~ Independent Member and **one elected member** of the Panel. In determining membership, the Panel insofar as practicable, shall have regard to the nature of the complaint and the skills and expertise of the Panel Members. **The Panel may co-opt an additional Panel member to consider a specific complaint if there is a useful specific interest or expertise to bring to the considerations and the sub-committee members will have delegated authority to co-opt the relevant member.**

5. The sub-committee will decide on the most suitable course of action to assist with the informal resolution of the complaint and report back to the Panel **at the appropriate time and at regular intervals if necessary**. ~~The Panel will receive the Minutes of the sub-committee meetings.~~