

**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 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 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. The membership of the sub-committee will be confined to members of the Panel and if possible should include at least one 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.

As amended 8.10.19