

**Northern Ireland Public Service Ombudsman Initial Assessment of Complaints.**

1. Can we investigate the complaint?
2. Is the person you are complaining about a councillor?
3. Did the conduct occur within the last six months?
4. Is the conduct something that is covered by the Code?
5. Should we investigate the complaint?
6. Is there evidence which supports the complaint?
7. Is the conduct something which it is possible to investigate?
8. Would an investigation be proportionate and in the public interest?