

**STANDARDS COMMITTEE
OUTLINE PROCEDURE FOR HEARINGS PANEL (UNCONTESTED)**

Preliminary Procedural Issues

1. Introductions
2. Declarations of Interest (if any)
3. To consider any request for the exclusion of Press and Public

Findings

4. Monitoring Officer (or his/her representative) to present summary report and refer to outcome of pre-hearing process
5. Views of the Independent Person sought.
6. The panel will retire, along with the Monitoring Officer, to determine whether there has been a breach of the Code of Conduct. The panel's decision will be reported back to the meeting by the Head of Democratic Services

Action to be taken

7. Monitoring Officer (or his/her representative) to outline possible sanctions
8. Member(s) or (his/her/their representative) to respond and present statement of, or provide oral mitigation.
9. Views of the Independent Person sought.
10. Members of the panel to raise and clarify issues.
11. The panel will retire, along with the Monitoring Officer, to consider what sanction, if any, should be imposed. The panel's decision will be reported back to the meeting by the Head of Democratic Services