

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

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. Investigating Officer to present report and call such witnesses (including the complainant) as he/she considers necessary, and make representations to substantiate his/her conclusion(s) within the report
6. Member(s) (or his/her/their representative) to raise issues with Investigating Officers report, witnesses called and related representations made to substantiate the Investigating Officer's conclusions
7. Issues to be raised by members of the panel, on the Investigating Officer's report, witnesses called and related representations made to substantiate his/her conclusions within the report, and also any issues raised by the Member(s) (or his/her/their representative)
8. Member(s) (or his/her/their representative) to respond to Investigating Officer's report, and call such witnesses as he/she considers necessary, and make representations against the Investigating Officer's conclusions
9. Investigating Officer to raise issues with Member(s) response to his/her report, witnesses called and related representations made against his/her conclusions within the report
10. Issues to be raised by members of the panel, on the Member's(s') (or his/her/their representative's) response, witnesses called and related representations made against the Investigating Officer's conclusions
11. Views of the Independent Person sought.
12. Members of the Panel to raise and clarify issues.

13. 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 Civic and Democratic Services or their nominee.

(If the panel determine that there has been no breach of the Code of Conduct, the complaint will be dismissed. If, however, the panel determine that there has been a breach of the Code of Conduct, the procedure at paragraph 14 will apply)

Action to be taken

14. Monitoring Officer (or his/her representative) to outline possible sanctions
15. Member(s) (or his/her/their representative) to respond and present statement of, or provide oral mitigation.
16. Views of the Independent Person sought.
17. Members of the panel to raise and clarify issues.
18. 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.