Standards Sub-Committee Hearing Procedure

1. The Chairman opens the Hearing.

2. Agenda;
   (a) note any apologies;
   (b) ask Members of any declarations of interest arising from any items on the agenda;
   (c) receive any questions by Members pursuant to Council Procedure Rule No.11.

3. The Chairman introduces himself, invites the Members of the Sub-Committee, and the Independent Persons to introduce themselves. The Chairman invites Officers present to introduce themselves.

4. The Chairman invites;
   (a) the Investigating Officer to introduce himself;
   (b) the Member subject of the investigation and any representative present to introduce themselves;
   (c) any witness(es) to introduce themselves.

5. Proceeding in the absence of the Member subject of the investigation. If the Member is not present at the start of the hearing;
   (a) the Chairman shall ask the Monitoring Officer whether the Member has indicated his/her intention not to attend the hearing;
   (b) the Sub-Committee shall then consider any reasons which the Member has provided for not attending the hearing and shall decide whether it is satisfied that there is sufficient reason for failing to attend;
   (c) if the Sub-Committee is satisfied with such reasons, it shall adjourn the hearing to another date;
   (d) if the Sub-Committee is not satisfied with such reasons, or if the Member has not given such reasons, the Sub-Committee shall decide whether to consider the matter and make a determination in the absence of the Member or to adjourn to another date.

6. The Chairman explains the procedure to be followed.

7. The Chairman asks the Independent Investigator to present his/her report and call witnesses, including the complainant.

8. The Chairman asks the Member subject of the investigation if there are any questions he/she would wish to put to the Independent Investigator relating to his report or to any witnesses or the complainant.

9. The Chairman asks the Independent Investigator to respond to any relevant questions from the Member.

10. The Chairman asks the Sub-Committee and the Independent Persons if they have any questions of the Independent Investigator, any witnesses, and the complainant.

11. The Chairman asks the Member subject of the investigation if he wishes to make representations to the Sub-Committee and call any witnesses.

12. The Chairman asks the Independent Investigator if there are any questions he/she would like to put to the Member subject of the investigation and witnesses.

13. The Chairman asks the Member subject of the investigation to respond to any relevant questions from the Independent Investigator.

14. The Chairman asks the Sub-Committee and Independent Persons if they have any questions for the Member subject of the investigation and witnesses.

15. The Chairman will allow the Independent Investigator to sum up.

16. The Chairman will allow the Member subject of the investigation to sum up.

17. At the conclusion of the evidence, the Sub-Committee and Independent Persons shall retire to consider in private whether the Member subject of the investigation did fail to comply with the Council's Member Code of Conduct, as set out in the Independent Investigators report.

18. The Sub-Committee and Independent Persons shall then return and the Chairman will announce the Standards Sub-Committee has made a decision. Prior to announcing the Sub-Committee's decision the Chairman will ask the Independent Persons to express their views.

19. The Chairman will announce the Standards Sub-Committee decision as to whether the Member subject to the investigation failed to comply with the Council's Members Code of Conduct.

20. Where the Standards Sub-Committee resolves there has been a breach(es) of the Council's Member Code of Conduct, the Chairman will announce any sanctions the Sub-Committee has resolved to take in respect of such breach(es).

21. The complainant and Member subject of the investigation will be sent a Decision Notice outlining the decision and reasons for the decision within 10 working days.