



PROCEDURE FOR HEARINGS OF THE STANDARDS COMMITTEE

Hearings of the Standards Committee are held in closed session and are not subject to access to information rules.

1. The Chair welcomes all present and invites introductions.
2. The Chair invites the Monitoring Officer to explain the procedure to be followed.
3. The Monitoring Officer introduces the complaint and explains the process followed up to the hearing, including presentation of findings of investigation.
4. The Monitoring Officer may invite the Independent Person(s) who was/were consulted with to address the Committee on the work undertaken up to the hearing.
5. The Chair to invite the complainant to join the meeting.
6. The complainant, if he or she chooses to attend, is invited to address the committee on the nature of the complaint and call witnesses.
7. The Committee Members may question the complainant.
8. Subject to the Chair's discretion, the Monitoring Officer may question the complainant.

The complainant is then asked to leave the room.

9. The Chair to invite the subject member to join the meeting.
10. The subject member, if he or she chooses to attend, is invited to address the committee regarding the complaint made against them and call witnesses.
11. The Committee Members may question the subject member.
12. Subject to the Chairs discretion, the Monitoring Officer may question the subject member.

The subject member is then asked to leave the room.

13. The Chair invites the Monitoring Officer to sum up.

The committee remains in closed session to make its decision.

The Monitoring Officer is invited to remain.

14. The Chair calls for an informal vote of all Members of the Committee (including Independent Persons and Co-opted Members). The Chair will give all Members the opportunity to put their views forward before a vote is taken.

15. The Chair calls for a formal vote of all Elected Members of the committee. The Chair will give all Members the opportunity to put their views forward before a vote is taken.

A decision notice is issued within one working day.

The decision of the committee is final and binding and there is no right of appeal.