

**HEARING SUB-COMMITTEE
OUTLINE PROCEDURE FOR HEARINGS PANEL (CONTESTED)**

- 1 Preliminary procedural Issues
 - a. Introductions
 - b. Declarations of interests
 - c. To consider any requests for the exclusion of the Press and Public
- 2 Monitoring Officer (or his/her representative) to present summary of the case and refer to outcome of any pre-hearing process.
- 3 Investigating Officer to present the report and call such witnesses (including the complainants) as he/she considers necessary, and make representations to substantiate his/her conclusions within the report.
- 4 The Sub-Committee to raise any issues or clarify any matters with the Investigating Officer's report and to question and clarify matters with any of the witnesses called.
- 5 The member to raise any issues or clarify any matters with the Investigating Officer's report and to question and clarify matters with any of the witnesses called.
- 6 The member who is the subject of the complaint responds to the investigation report, makes representations and calls such witnesses as he/she considers necessary. (In view of this case consisting of two complaints, please note that both members will be entitled to respond at this stage of the Hearing).
- 7 The Investigating Officer to raise any issues, question or clarify any matters with the members and any witnesses called.
- 8 The Sub-Committee to raise any issues, question or clarify any matters with the members and any witnesses called.
- 9 Views of the Independent Person sought.
- 10 The Sub-Committee then retires along with the Monitoring Officer to determine whether there has been a breach of the code of conduct.
- 11 The Sub-Committee will either return to the Hearing to report the decision or (in more complex cases) the decision will be reported back by the Principal Democratic Officer.

Action to be taken

- 12 Monitoring Officer (or his/her representative) to outline possible sanctions
- 13 Member to respond with any mitigation
- 14 Views of Independent Person sought
- 15 Sanction (if any) given