

## **Hearing Sub-Committee: Outline Procedure for Hearings Panel**

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/Investigating Officer to present summary of the case and refer to outcome of any pre-hearing process.
3. Monitoring Officer/Investigating Officer to present the report and make representations to substantiate her conclusions within the report.
4. The Sub-Committee to raise any issues or clarify any matters with the Monitoring Officer/Investigating Officer's report.
5. The member to raise any issues or clarify any matters with the Monitoring Officer/Investigating Officer's report.
6. The member responds to the investigation report, makes representations and calls such witnesses as he/she considers necessary.
7. The Monitoring Officer to raise any issues, question or clarify any matters with the member and any witnesses called.
8. The Sub-Committee to raise any issues, question or clarify any matters with the member and any witnesses called.
9. Views of the Independent Person sought.
10. The Sub-Committee then retires along with the Democratic Services and Elections Manager 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 Democratic Services and Elections Manager.