

Standards Sub-Committee Procedure

1. To receive any apologies for absence.
2. To report the appointment of any substitute Members for this meeting of the Sub-Committee.
3. To receive any declarations of interest under the Members' Code of Conduct.
4. To confirm the minutes of the meeting held on 28th January, 2022 as a correct record.
5. To consider any questions from Members to the Chair where two clear days notice has been given to the Monitoring Officer (Council Procedure Rule 11.8).
6. The Sub-Committee will consider whether the meeting should continue in public or private session under the provisions of the Local Government Act 1972
7. Chair of the Sub-Committee to make introductions.
8. The Chair will confirm that the Member may be represented or accompanied during the meeting by a person of their choice.
9. The Independent Person shall be entitled to attend the meeting to give advice and views to the Sub-Committee at any stage.
10. The Chair will explain the procedure to be followed at the hearing.
11. The Sub-Committee may adjourn to take advice, in private if necessary, at any time during the hearing.
12. The Sub-Committee shall resolve any issues or disagreements about how the meeting should continue that have not been resolved prior to the meeting during the pre-hearing process.
13. Monitoring Officer to present his report to the Sub-Committee.

Findings of Fact

14. Investigator to present his report, call any witnesses, and to make any representations to the Sub-Committee.
15. Chair to invite any questions to the Monitoring Officer, Investigator, any witnesses or the Complainant from (i) the Member, (ii) the Independent Person and (iii) the Sub-Committee.
16. Chair to invite the Member to give his evidence, call witnesses and to make representations to the Sub-Committee.
17. Chair to invite any questions to the Member or any witnesses from (i) the Monitoring Officer, (ii) the Investigator, (iii) the Independent Person and (iv) the Sub-Committee.
18. If the Member disagrees with any relevant fact in the Investigator's report, the procedure on page F20 of the Constitution must be followed.
19. Adjournment for the Sub-Committee to consider the findings of fact in private.
20. Chair to announce the Sub-Committee's findings of fact.

Members' Code of Conduct

21. The Sub-Committee to consider whether, based on the facts it has found, that the Member has failed to follow the Members' Code of Conduct.
22. Chair to invite the Member to give relevant reasons why the Sub-Committee should decide that he has not failed to follow the Code.
23. Chair to invite representations from the Investigator.
24. Chair to invite representations from the Independent Person.
25. The Sub-Committee may, at any time, question anyone involved on any points they raise on their representations.
26. Chair to invite the Member to make any final relevant points.
27. The Sub-Committee will then adjourn to consider the representations and evidence in private as to whether the Member failed to comply with the Code of Conduct.

28. Chair will announce the Sub-Committee's decision as to whether the Member has failed to follow the Code.
29. If the Sub-Committee decides that the Member has not failed to follow the Code, the Sub-Committee can move on to consider whether it should make any recommendations to the Council.
30. If the Sub-Committee decides that the Member has failed to follow the Code, it will consider any verbal or written representations from the Investigator and the Member as to:
 - Whether the Sub-Committee should take any action.
 - What form that action should take.
31. The Sub-Committee may question all parties and take any advice, to make sure they have information they need to make an informed decision.
32. The Sub-Committee will then deliberate in private to consider whether to take any action in respect of the subject Member and, if so, what action to take.
33. The Sub-Committee may also consider whether it should make any other recommendations to the Council.
34. The Chair will announce the Sub-Committee's decision.
35. A decision letter will be sent to all parties as soon as possible.