

**OUTLINE PROCEDURE FOR STANDARDS
SUB-COMMITTEE HEARINGS**

Preliminary Procedural Issues

1. Introductions
2. Declarations of Interest
3. To consider any request for the exclusion of Press and Public

Findings of Fact

4. Member (of parish/town council or his/her representative) to confirm pre-hearing position
5. Legal adviser to present summary report
6. Presentation of investigators report (with opportunity for member of parish/town council or his/her representative to raise issues)
7. Member's (of parish/town council or his/her representative) response (with opportunity for investigator to raise issues)
8. Issues to be raised by members of sub-committee
9. Sub committee to determine findings of fact and whether failure to comply with Code (this will take place in private and be reported back)

Action to be taken

10. Investigator/legal adviser to outline possible sanctions
11. Member (of parish/town council or his/her representative) to respond
12. Members of sub committee to raise issues
13. Announcement of any sanction and/or recommendation to authority concerned

Close of hearing