

APPENDIX A

AUDIT AND GOVERNANCE COMMITTEE:

PROCEDURE TO BE FOLLOWED WHEN CONSIDERING STANDARDS COMPLAINTS

1. **Introduction by Monitoring Officer:** MO introduces the complaint background and gives it the appropriate context for the meeting.
2. **Chairman:**
 - The Chairman explains the Committee's acceptance that both the Subject Member, and the Complainant (if relevant) have non-disclosable pecuniary interests in this agenda item.
 - The Chairman states that the general attitude of the Committee is to accept the findings of the Independent Person, but before doing so, the Committee will: (a) agree on whether due process has been followed by the Standards Panel/Independent Person; (b) consider any new evidence from the Subject Member and the Complainant and decide how this is to be dealt with in relation to the Independent Person's recommendation; (c) receive the Subject Member's representations on the sanctions proposed, and consider whether any lesser, alternative or additional sanctions should be imposed.
3. **Subject Member's address to the Committee:** The Subject Member is given an opportunity to address the Committee. The Subject Member's representative(s) may also address the Committee with the agreement of the Chairman.
4. **Questions from the Committee:** The Committee has an opportunity to ask any questions of the Subject Member and representative(s).
5. **Independent Person:** The IP is given an opportunity to respond and is asked whether, given the statement made by the Subject Member, he/she would like to amend the recommendations. He/she may also wish to substantiate his/her recommendations. In addition, he/she may require a short adjournment to consider any new information.
6. **Complainant:** The Chairman may ask the Complainant, if present, questions in order to clarify any matters raised. The Complainant can attend as an ordinary member of the public, and will not be asked for opinions on the IP's findings or sanctions. He/she can speak at the Chairman's discretion.
7. **Committee's Deliberations:** The Committee deliberates on its decision, and any recommendations to Council. Members will have access to the possible sanctions available, and assistance from the Monitoring Officer. This part remains in open session, therefore nobody will be asked to leave the meeting. If new matters raised are of significance, alternative options open to the Committee could be (a) to request a further investigation; (b) to defer for further information; or (c) ask the IP to conduct a further review.

[Note: Throughout the discussion, please bear in mind the possible requirement to conduct part of the discussion in exempt session, or to adjourn the meeting, depending on what information is given.]