

Standards Panel

Procedure for hearing a complaint

On the day of the standards panel, the following will occur:

- 1 A chairperson of the panel will be elected (if an independent person is not available to chair the meeting).
- 2 Any declarations of interest will be made
- 3 A decision will be taken by the panel as to whether or not there will be a formal resolution to exclude the press and public on the grounds that an individual may be identified and the public interest.
- 4 Introductions of all parties will be made.
- 5 The complainant and the subject member (or their supporters) will be invited to present their views on the complaint (*to a maximum time of 20 minutes each*). If a supporter speaks on behalf of either the complainant or subject member, then they shall be the only speaker.
- 6 The complainant shall speak first followed by the subject member.
- 7 The panel members may ask questions of the complainant and subject member. There will be no cross examination by either the complainant or subject member.
- 8 The monitoring officer or deputy monitoring officer (whoever received the complaint) will be available to answer any questions the panel members may have.
- 9 The subject member and then the complainant will be invited to make a closing statement.
- 10 With the exception of the panel, the clerk and the advisor all other attendees will be required to leave the room so that the panel can discuss and arrive at a decision.
- 11 The subject member and complainant will be invited back into the meeting room where the outcome of the panel's discussion will be verbally delivered.
- 12 Where there is a finding of a breach of the code of conduct, a decision to reopen the meeting will be taken to the press and public and the outcome repeated.
- 13 A decision notice will sent to both the complainant and subject member within 10 working days of the meeting.
- 14 Where there is a finding of a breach of the code of conduct, details will appear in the decisions of the standards panel page of the council's website within 14 working days.
- 15 The decision is final and there are no further rights of appeal.
- 16 If a complainant who is a member of the public remains dissatisfied about the process which has been followed, they may complain to the Local Government and Social Care Ombudsman.