

APPENDIX 4
Complaints Standards Sub-Committee Procedure

1. Quorum

- 1.1 Three Members must be present throughout the hearing to form a quorum. The Sub-Committee shall elect a Chairperson for the meeting

2. Opening

- 2.1 The Chairperson explains the procedure for the hearing and reminds all parties to turn off mobile phones.
- 2.2 The Chairperson asks all present to introduce themselves.
- 2.3 The Councillor will be asked whether they wish to briefly outline their position.

3. The Complaint

- 3.1 The Investigating Officer shall be invited to present their report including any documentary evidence or other material (and to call witnesses as required by the Investigating Officer). This report and documentary evidence must be based on the complaint made to the Council – no new points will be allowed.
- 3.2 The Councillor against whom the complaint has been made (or their representative) may question the Investigating Officer upon the content of their report and any witnesses called by the Investigating Officer. (This is the Councillor's opportunity to ask questions arising from the Investigator's report and not to make a statement)
- 3.3 Members of the Sub-Committee may question the Investigating Officer and/or any witnesses

4. The Councillor's case

- 4.1 The Councillor against whom the complaint has been made (or their representative) may present their case (and call any witnesses as required by the Councillor or their representative)
- 4.2 The Investigating Officer may question the Councillor and/or any witnesses
- 4.3 Members of the Sub-Committee may question the Member and/or any witnesses

5. Summing Up

- 5.1 The Investigating Officer may sum up the Complaint

5.2 The Member (or their representative) may sum up their case.