

**Warwick District Council
Standards Committee
Hearing Sub-Committee
Procedure**

	Action	Completed
1	The Committee Services Officer welcomes everyone, announces emergency procedure and substitutes/apologies	
2	The Sub-Committee appoint Chairman for the Hearing	
3	The Chairman explains that the Hearing is to consider a complaint regarding the Conduct of Warwick District Councillor Balvinder Gill.	
4	The Chairman introduces the panel and officers present	
5	The Chairman asks the (a) Investigating officer to introduce himself; (b) Councillor Gill and his representative to introduce themselves (c) Any witnesses to introduce themselves	
6	The Chairman asks (a) all to confirm that they have read the agenda for the meeting; (b) all to confirm they accept the outlined procedure for the Hearing; (c) if members of the Sub-committee have any Personal or Prejudicial Interests to declare; and (d) if Councillor Leeke if he has any objections to any members of the Sub-Committee taking part in the hearing	
7	The Chairman proposes Item 5 on the agenda (If carried all members of the public and press are asked to leave the room. The Committee and its supporting officers, Monitoring Officer, Investigating Officer, Councillor Gill and his representative, along with the witnesses may remain) Before all parties leave the Chairman will explain that the findings of fact, decision on if a breach of the code has occurred and if applicable any sanctions will be reported in public session of the Committee at the appropriate stages.	
8	The Chairman asks the Monitoring Officer to introduce his report and invite Mr Oliver to outline his report and the facts of the case as he sees it	
9	The Chairman asks Councillor Gill's representative if there are any questions he would like the Sub-Committee to put to Mr Jones or Mr Oliver relating to the report?	

10	The Chairman asks Mr Jones /Mr Oliver to respond to any relevant questions as appropriate	
11	The Chairman asks the Sub-Committee if they have any matters/questions for Mr Jones or Mr Oliver,(which are then put in turn to Mr Oliver)	
12	The Chairman asks Councillor Gill's representative to make any representations on any factual matters in Mr Oliver's report.	
13	The Chairman asks Mr Oliver if he has any questions for Councillor Leeke	
14	The Chairman asks Councillor Gill's representative to respond to any relevant questions	

	The Chairman asks Councillor Gill's representative to invite Mr Plaskitt for his witness submission?	
	The Chairman asks Mr Oliver if he has any questions for Mr Plaskitt	
	The Chairman asks Mr Plaskitt to respond to any relevant questions	
	The Chairman asks the Sub-Committee if they have any questions for Mr Plaskitt	
	The Chairman asks Mr Plaskitt to respond to any relevant questions	
	The Chairman asks Councillor Gill's representative to invite Dr Kaler for her witness submission?	
	The Chairman asks Mr Oliver if he has any questions for Dr Kaler	
	The Chairman asks Dr Kaler representative to respond to any relevant questions	
	The Chairman asks the Sub-Committee if they have any questions for Dr Kaler	
	The Chairman asks Dr Kaler to respond to any relevant questions	

	Councillor Gill	
	The Chairman asks Mr Oliver if he has any questions for Councillor Leeke	

	The Chairman asks Councillor Gill's representative to respond to any relevant questions	

16	The Chairman asks all parties, except their legal advisor and Committee Services Officer, to leave the room while the Sub-Committee decide what the findings of facts are and if those facts amount to a failure to comply with the Code of Conduct.	
17	The Chairman welcomes everyone back and firstly invites the legal advisor to explain any advice they have provided to the Sub-Committee	
18	The Chairman will then announce the findings of fact and if there has or has not been a breach of the Code of Conduct	

No Breach of the Code

19A	The Chairman will close the meeting after explaining the arrangements for the decision notice	
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**OR
Breach of the Code**

19B	The Chairman outlines the next steps with regard to the potential sanctions and outlines his own views on the matter based on what he has heard so far	
20	Invites the Monitoring officer/Mr Oliver to make any representations on the matter of sanctions	
21	The Chairman asks Councillor Leeke if he has any representations he would like to make on the matter of sanctions (including calling any character witnesses)	
22	The Panel ask all parties (except legal advisor and committee officer) to leave the room again while they deliberate what sanction (if any) should be imposed	
23	The Chairman invites all parties back in and sets out the decision of the Sub-Committee with regard to sanctions and the appeal process and publication in the press.	
24	The Chairman closes the meeting	