

**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 what the meeting is about	
4	The Chairman introduces the panel and officers present	
5	The Chairman asks the investigating officer to introduce himself	
6	The Chairman asks Councillor Dhillon and his representative to introduce themselves	
7	The Chairman asks any witnesses to introduce themselves	
8	The Chairman asks (a) all to confirm that they have read the agenda for the meeting; (b) if members of the Sub-committee have any Personal or Prejudicial Interests to declare; and (c) if Councillor Dhillon if he has any objections to any members of the Sub-Committee taking part in the hearing	
9	The Chairman outlines the proposed procedure for the Hearing	
10	The Chairman asks the Monitoring Officer to introduce the matters before us and any legal advice regarding the conduct of the hearing –e.g. confidentiality	
11	The Chairman asks Mr Keith-Lucas and Councillor Dhillon’s representative if they has any questions for Mr Jones on his legal advice.	
12.	The Chairman asks Mr Jones to respond to any relevant legal questions	
13	The Chairman asks Mr Keith-Lucas to highlight any areas of his report	

14	The Chairman asks Councillor Dhillon's representative if there are any questions he would like the Sub-Committee to put to Mr Keith-Lucas relating to his report ?	
15	The Chairman asks Mr Keith -Lucas to respond to any relevant questions	
16	The Chairman asks the Sub-Committee if they have any matters/questions for Mr Keith-Lucas,(which are then put in turn to Mr Keith Lucas)	
17.	The Chairman ask Mr Keith-Lucas to make his submissions, based on the evidence and facts, that Councillor Dhillon has breached the Code of Conduct	
18	The Chairman asks Councillor Dhillon's representative to make any representations excluding details of any factual inaccuracies in Mr Keith-Lucas's report	
19	The Chairman asks Mr Keith-Lucas if he has any questions for Councillor Dhillons representative	
20	The Chairman asks Councillor Dhillon's representative to respond to any relevant questions	
21	The Chairman asks Councillor Dhillons representative to make his submission regarding if the evidence submitted discloses a breach of the Code of Conduct	
22	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.	
23	The Chairman welcomes everyone back and firstly invites the legal advisor to explain the advice they have provided to the Sub-Committee	
24	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

25	The Chairman will close the meeting after explaining the decision notice	
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Breach of the Code

26	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	
27	The Chairman asks Councillor Dhillon and his representative if he has any comments he would like to submit prior to the Sub-Committee deliberating any possible sanction (including calling any character witnesses)	
28	The Panel ask all parties (except legal advisor and committee officer) to leave the room again while they deliberate	
29	The Chairman invites all parties back in and sets out the decision of the Sub-Committee with regard to sanctions and the appeal process	
30	The Chairman closes the meeting	