

Hearing Panel Procedure:

1. Elect the Chair of the meeting
2. Introduction of the Panel
3. Apologies for absence
4. Declarations of interest
5. Any other items of business
6. Private session

(Public to leave whilst deliberate points a. and b. below in order that *should* the panel decide to maintain private session no information is inadvertently made public by discussion in public)

- a. Consider if the hearing should be held in private
- b. Consider if the papers should be maintained as exempt
 - *If no longer private invite the public back in; or*
 - *If remaining private move to consideration of the report*

Note: generally a Hearing will take place in public, and exceptional reasons would be needed for the matter proceeding privately.

- c. Chair explains the procedure for the hearing (following this procedure below)
- d. Consideration of the report;
 - If there are disagreements about the facts the panel may invite Investigator to make any representations necessary
 - The Panel should invite the IP to give his advice in relation to the facts of the complaint and his views in relation to whether there has been a breach of the code.
 - Member may challenge any evidence put forward by Investigator (if not already given prior notice of these the member must explain why)
 - Member can make representations - at any time Panel may ask questions or call Investigator to challenge evidence
 - Member should be invited to give any reasons why feels not breached the Code.
 - Consider any verbal or written representations from the Investigator
 - The Panel may wish to invite the IP to give views on whether there has been a breach and, if so, what sanctions may be appropriate for recommendation
- e. Ask everyone to leave room for deliberation
 - Based on the facts has the Member failed to follow the code of conduct?
 - Invite back in if need to clarify anything
 - Consider and agree recommendations to Standards Committee
- f. Once decision has been made invite everyone back in – Chair announce decision