1

- Formal Introductions of those present by the Chairman
 - Members introduced with an indication of whether they are Independent, Parish Council/Town Council or District
 - Officers introduced Monitoring Officer, Investigating Officer

2.

Preliminary Issues

- confirm Members interests disclosed in accordance with Code of Conduct
- confirm meeting is quorate
- confirm whether the Member is represented or not
- Hearing will be conducted in public but Sub-Committee will adjourn to make determination in private
- Monitoring Officer will go into private session with Sub-Committee to provide legal advice, if necessary
- determine whether any witnesses will be called, including details of their names

3.

Finding of Facts

- are there any significant disputes in respect of the facts contained within the report?



No

- (1) Investigating Officer requested to present case and comment on the facts as per the report. Investigating Officer may call witnesses to support evidence.
- (2) Member given the opportunity to cross examine witnesses.
- (3) Sub-Committee given the opportunity to ask questions of witnesses.
- (4) Member given the opportunity to present his case and comment on the facts as per the Investigating Officer's report. The Member may call witnesses to support evidence.
- (5) The Investigating Officer given the opportunity to cross-examine witnesses.
- (6) Sub-Committee may question witnesses, Investigating Officer or Member.

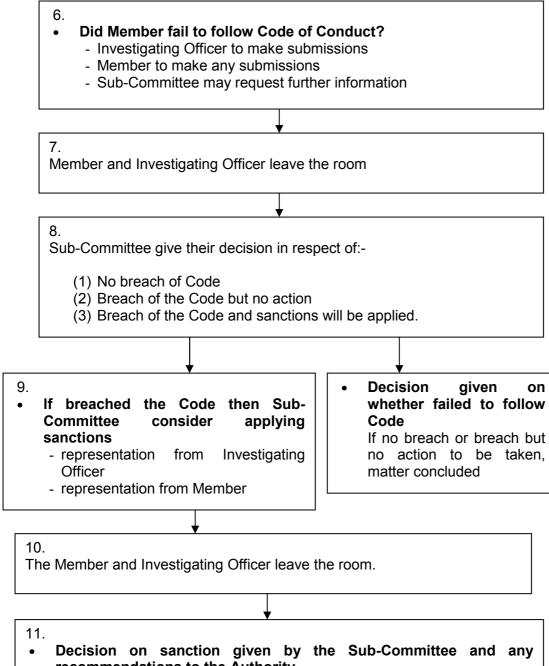
Move to next procedure 5

4.

Member and Investigating Officer to leave the room while Sub-Committee determine a Finding of Facts.

5.

Sub-Committee decision given on Finding of Facts



- recommendations to the Authority
 - Final written decision will be despatched within 2 weeks
 - Right of appeal to Central Bedfordshire Council within 21 days of written decision

NB: Sanctions

- Censure
- Restrict access to resources
- Apologies, training, mediation, conciliation