

Committee Procedure

1. The Monitoring Officer shall produce a report, which provides the view of the Independent Person on the complaint, and the evidence considered by the Independent Person.
2. The Monitoring Officer shall circulate their report to the complainant, and the subject of the complaint, and provide them at least 5 clear days in which to provide an additional "submission" to the Standards Committee, and to identify any matters that they believe to be factually inaccurate within the report. They shall not have the right to modify the finding of the independent person.
3. The Monitoring Officer shall provide the report, and any additional information provided by the subject and complainant, to the Standards Committee at the next meeting of the Committee, or with the permission of the Chair, an additional Standards Committee may be convened in order to consider the matter.
4. It would usually be expected that such reports would be treated as confidential, and not available to the press and public, in advance of the Committee meeting.
5. The Committee will meet at the date, time and venue stated. They will first consider whether the press and public should be excluded from the room.
6. The Monitoring Officer will summarise the report for the Committee.
7. The Chair shall ask members for their thoughts on the report
8. The Chair shall be responsible for drawing together the debate and seeking a proposer and seconder to any findings or recommendations the Committee has.
9. The Committee should seek to draw a clear conclusion on whether or not the Code of Conduct has been breached, and, if a breach is identified, any sanctions that are recommended.

Sanctions that the Committee may recommend:

- a) No sanctions
- b) The Councillor apologises
- c) The Councillor receives training
- d) The Councillor is removed from appointments
- e) The Councillor should seek to restore relationships with other parties (e.g. through mediation)
- f) A press notice is given
- g) Any other form of sanctions that does not prevent the Councillor from undertaking their duty to attend Council meetings nor impede on their human rights