

**Standards Committee Procedure
to consider a breach of the Code of Conduct for Members**

1. The Committee shall meet within three months of the completion of the investigating officer's report.
2. The Monitoring Officer shall circulate the investigating officer's report to the complainant, and the subject of the complaint, and provide them at least 5 clear days before the date of the Committee meeting in which to identify any matters that they believe to be factually inaccurate within the report.
3. The Monitoring Officer shall produce a report to the Committee setting out the investigating officer's report together with the view of the Independent Person on the complaint, the evidence considered by the investigating officer and any submissions received from the complainant and/or the subject of the complaint where they believe any matters to be factually inaccurate within the investigating officer's report.
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 their report for the Committee.
7. The Chair shall ask Members for their thoughts on the Monitoring Officer's 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