

STANDARDS COMMITTEE

10.00 A.M.

19TH JUNE 2008

PRESENT:-

Councillors: Roger Dennison, Sheila Denwood, Sarah Fishwick, Janie Kirkman, Roger Sherlock and Joyce Taylor

Independent Members: Stephen Lamley (Chairman), Tony James, David Jordison and Sue McIntyre

Apologies for Absence

Councillors: Jon Barry

Parish Representatives: Margaret Davy, Paul Gardner, Susan O'Brien and Frank Senior

Officers in attendance:-

Sarah Taylor

Monitoring Officer

Debbie Chambers

Principal Democratic Support Officer

8 MINUTES

The Minutes of the meeting held on 23rd May 2008 were signed by the Chairman as a correct record.

The Minutes of the meeting held on 24th January 2008 were signed by the Chairman, having previously been agreed as a true and accurate record at the meeting held on 23rd May.

9 CODE OF CONDUCT INVESTIGATION, PRE-HEARING AND HEARING PROCEDURES (Pages 1 - 16)

The Monitoring Officer presented a report to enable the Committee to consider investigation, pre-hearing and hearing procedures to apply where the Assessment Sub-Committee has referred a complaint of alleged breach of the Code of Conduct for investigation. In considering the report, Members were also asked to determine arrangements for the Committee to consider reports referred by the Monitoring Officer following local investigation or by an Ethical Standards Officer.

The Committee had previously approved pre-hearing and hearing procedures based on guidance from the Standards Board. However, these procedures required updating in the light of the Standards Committee (England) (Regulations) 2008. New draft procedures were therefore appended to the report for consideration.

Members of the Committee discussed the options put forward in the draft procedures for dealing with Regulation 17 of the Standards Committee (England) (Regulations) 2008. Regulation 17 provides that where a Monitoring Officer refers a report to the Standards Committee under Regulation 14 or 15 (that is, following investigation locally or by an Ethical Standards Officer), the Standards Committee shall convene to consider the report and make one of the following findings:

- that it accepts the Monitoring Officer's finding of no failure to comply with the Code,
- that the matter should be considered at a hearing of the Standards Committee, or
- that the matter should be referred to the Adjudication Panel for determination.

Regulation 6 provides that the Standards Committee may appoint sub-committees to deal with its functions under Regulation 17. After consideration, members of the Committee agreed that it would be appropriate to re-convene the Assessment Sub-Committee that originally referred the complaint, to consider the Monitoring Officer's report in accordance with Regulation 17. When reconvened in this way, it was agreed that the Sub-Committee be referred to as the Assessment (Regulation 17) Sub-Committee, to distinguish from its preliminary assessment function. Members asked that the draft procedures be amended to reflect this.

The Committee asked for further details of how the access to information rules would apply to the Assessment Sub-Committee and the Assessment (Regulation 17) Sub-Committee. The Monitoring Officer explained that the access to information rules would not apply to the Assessment Sub-Committee, meaning that dates of meetings and agenda papers would not be published and the meetings would be held in private. Access to information rules would apply to the Assessment (Regulation 17) Sub-Committee, however, meaning that dates of meeting and the agendas would be published and the meeting would be held in public. In practice, however, the nature of information to be discussed by the Assessment (Regulation 17) Sub-Committee might mean that agenda papers would be likely to be confidential or exempt from public access.

Members raised the issue of a definition for the term "Independent Member" and whether Appendix 1 of the draft procedures, relating to Composition of the Hearing Sub-Committee, made adequate distinction between Independent Members of the Standards Committee and Parish Members. The composition of the Hearing Sub-Committee was considered and agreement reached about its five members, as follows:

- where the matter for determination relates to a parish council matter, the Sub-Committee will comprise two Independent Members, and either one Parish Member and two City Councillors, or two Parish Members and one City Councillor
- where the matter for determination concerns a City Councillor, the Sub-Committee should include no more than two City Councillors. The other members of the Sub-Committee will be either two Independent Members and one Parish Member, or three Independent Members.

The quorum of the Sub-Committee meeting was also discussed and agreement reached that this should be three members, of whom one must be an Independent Member, and no more than one should be a City Councillor. For hearings concerning a parish matter, a Parish Member must be present.

The Committee asked that the Monitoring Officer make the appropriate amendments to the draft procedures regarding composition of the Hearing Sub-Committee.

After detailed consideration of the draft procedures, the Committee agreed further

amendments. That:-

- (page 4, paragraph 3) the sentences “The appointment will set out the responsibilities delegated by the Monitoring Officer to the Investigating Officer. The Monitoring Officer will maintain the function of overseeing the investigation.” to be added at the end of the paragraph.
- (page 4, paragraph 7) the words “endeavour to” be removed
- (page 5, paragraph 8) the words “shall be referred to an Assessment Sub-Committee” in the penultimate sentence be changed to “shall be referred to a new Assessment Sub-Committee”.
- (page 5, paragraph 9) the words “key parties to the investigation” be replaced with “the Subject Member and Complainant”
- (page 5, paragraph 11) the word “include” in the first line be replaced with “commence with”
- (page 5, paragraph 14) correction of typing error “Pre-heating” to “Pre-hearing”
- (page 9) the title of Form A be changed from “Members response to the evidence set out in the Monitoring Officer’s report”. to “Members response to the evidence set out in the Investigating Officer’s report”
- (page 15, paragraph 6) the words “the Standards Committee” be replaced with the Hearing Sub-Committee” in the third and fourth bullet points.

Resolved:

1. That the original Assessment Sub-Committee will be reconvened to deal with the functions under Regulation 17 of the Standards Committee (England) (Regulations) 2008.
2. That the Sub-Committee be referred to as the Assessment (Regulation 17) Sub-Committee when carrying out the Committee’s functions under Regulation 17.
3. That the draft Investigation, Pre-hearing and Hearing Procedures be approved, subject to the revisions noted above.

(The revised procedures are appended to these minutes).

10 PROTOCOL ON PUBLICITY FOR COMPLAINTS OF BREACH OF CODE OF CONDUCT MADE TO THE STANDARDS COMMITTEE

The Monitoring Officer presented a report recommending changes to the Publicity Protocol in the light of the new provisions for complaints to be made to the Standards Committee rather than to the Standards Board for England. An amended version of the Protocol was attached to the report.

Resolved:

That the protocol be recommended to the Council Business Committee its approval and adoption.

11 PROCEDURE FOR CONSIDERING ALLEGATIONS OF BREACH OF THE COUNCIL'S PROTOCOLS

Members received a report asking the Committee to consider the procedure to be followed for dealing with allegations that a Member has failed to comply with one of the Council's protocols, which supplement the Code of Conduct.

Resolved:

1. That any allegations of breach of the Council's protocols continue to be investigated by the Monitoring Officer, with her report then being referred to the Standards Committee (or a Sub-Committee) in accordance with the investigation, pre-hearing and hearing procedures adopted by the Committee for Code of Conduct complaints.
2. That this procedure be reviewed by the Committee after 12 months.

Chairman

(The meeting ended at 11.05 a.m.)

**Any queries regarding these Minutes, please contact
Debbie Chambers, Democratic Services - telephone (01524) 582057 or email
dchambers@lancaster.gov.uk**

LANCASTER CITY COUNCIL STANDARDS COMMITTEE**PROCEDURE FOR CASES REFERRED FOR INVESTIGATION BY THE MONITORING OFFICER**

1. When an allegation is referred to the Monitoring Officer by the Assessment Sub-Committee or by an Ethical Standards Officer (ESO) for investigation, the Monitoring Officer will within five working days, unless otherwise directed by the Assessment Sub-Committee of the Standards Committee or the ESO, inform the member who is the subject of the allegation of failure to comply with the code of conduct, ("the Subject Member"), the person who made the allegation ("the Complainant"), the clerk to any parish council concerned, and the standards committee of any other authority concerned, that the matter has been referred for investigation.
2. Unless the Assessment Sub-Committee or ESO have directed that it would be contrary to the public interest or prejudicial to the investigation, the Monitoring Officer will at the same time provide the Subject Member with a written summary of the allegation.
3. The Monitoring Officer will appoint an Investigating Officer who may be an officer of the Council, or an external investigating officer. The Investigating Officer may appoint persons to assist him/her in the conduct of the investigation, and may obtain such professional advice as may be necessary. The Monitoring Officer will advise the Subject Member and the Complainant of the appointment of the Investigating Officer. The appointment will set out the responsibilities delegated by the Monitoring Officer to the Investigating Officer. The Monitoring Officer will maintain the function of overseeing the investigation.
4. In carrying out the investigation, the Investigating Officer shall have regard to any relevant guidance issued by the Standards Board, and shall comply with any relevant direction given by the Standards Board.
5. The Investigating Officer may make such inquiries as he/she thinks necessary or expedient for the purposes of conducting the investigation, and may require any person to give such information or explanation as the Investigating Officer thinks necessary or expedient for the purpose of conducting the investigation. The Investigating Officer may require any of the relevant authorities concerned to provide such advice and assistance as may reasonably be needed to assist in the investigation, and to provide reasonable access to such documents in the possession of that authority as appear to the Investigating Officer to be necessary for the purpose of conducting the investigation.
6. Statements will be prepared and agreed with each person interviewed during an investigation, including the Subject Member. The Subject Member will be advised that he/she may be accompanied by a professional representative or advisor, a Group colleague or friend during the interview. Any other person interviewed may be accompanied by a friend or representative if they so wish.
7. The Investigating Officer will complete the investigation within a reasonable period of time according to the nature of the complaint and the extent of the investigation required.

8. Where during the course of the investigation, as a result of new evidence or information, the Investigating Officer forms an opinion that the matter is materially more serious or materially less serious than may have seemed apparent to the Assessment Sub-Committee, when it made its decision to refer the matter for investigation, and that it would have made a different decision had it been aware of the new evidence or information, or where the Subject Member has died, is seriously ill or has resigned from the authority concerned, and the Investigating officer is of the opinion that in the circumstances it is no longer appropriate to continue with the investigation, the matter shall be referred to a new Assessment Sub-Committee. The Assessment Sub-Committee shall consider the matter as if it were a new allegation.
9. The Investigating Officer, having concluded the investigation, will consider whether to produce a draft report before the final report. A draft report may be appropriate where the facts are complex or ambiguous, or where the facts are disputed. Any draft report will be issued to the Subject Member and the Complainant for review and comment, and will indicate that it does not necessarily represent the Investigating Officer's final finding.
10. If the Investigating Officer issues a draft report, he/she will consider whether the responses reveal a need for further investigation or for changes to the report. In some complex cases, the Investigating Officer may wish to issue a second draft report before the final report.
11. The Investigating Officer's final report will commence with a statement of the Investigating Officer's finding. The finding will be either that there has been a failure to comply with the code of conduct of the authority concerned, or as the case may be any other authority concerned ("a finding of failure"), or that there has not been a failure to comply with the code of conduct of the authority concerned, or as the case may be, of any other authority concerned ("a finding of no failure"). A copy of the report will be sent to the Subject Member and referred to the original Assessment Sub-Committee (which will be referred to as the Assessment (Regulation 17) Sub-Committee) and to the Standards Committee of any other authority of which the Subject Member is a member, if that other authority so requests.
12. When the Assessment (Regulation 17) Sub-Committee considers the finding of the Investigation Officer, it shall make one of the following findings:
 - That it accepts the finding of no failure ("a finding of acceptance")
 - That the matter should be considered at a hearing by a Hearings Sub-Committee of the Standards Committee, or
 - That the matter should be referred to the Adjudication Panel for determination (but only if it has determined that the action it could take against the Subject Member would be insufficient were a finding of failure to be made, and the president or deputy president of the Adjudication Panel has agreed to accept the referral)
13. Where there is a finding of acceptance, written notice of that finding shall be given to the Subject Member, the Complainant, any parish council concerned, any ESO concerned and the Standards Committee of any other authority concerned, and notices shall be published as required by the relevant Regulations, unless the Subject Member requests otherwise.

14. Where the Assessment (Regulation 17) Sub-Committee decides to hold a hearing, this shall be conducted in accordance with the Committee's Pre-hearing and Hearing Procedures.

LANCASTER CITY COUNCIL STANDARDS COMMITTEE

PRE-HEARING PROCEDURE

1. Where an Assessment (Regulation 17) Sub-Committee has made a finding that a matter should be considered at a hearing, the following procedure shall apply.
2. A Hearing Sub-Committee shall be convened in accordance with the principles set out in Appendix 1 hereto.
3. The Subject Member will be asked for a written response within fifteen days, which response shall set out the Subject Member's reply to the Investigating Officer's report and shall state whether he/she
 - disagrees with any of the findings of fact in the report, giving the reasons for any disagreement
 - wishes to be represented by a solicitor or barrister, or with the consent of the Sub-Committee by any other person
 - wishes to give evidence to the Sub-Committee, either orally or in writing
 - wishes to call relevant witnesses to give evidence to the Committee
 - wishes any part of the hearing to be held in private
 - wishes any part of the Investigating Officer's report or other relevant documents to be withheld from the public

Forms A-D appended hereto will be provided for this response.

4. The Subject Member shall be informed that if, at the meeting of the Sub-Committee, he/she seeks to dispute any matter contained in the Investigating Officer's report without having previously notified the intention to do so, the Sub-Committee may refuse to allow the disputed matters to be raised unless satisfied that there are good reasons why they have not been raised beforehand.
5. Upon receipt of the Member's response, the Investigating Officer shall be invited to comment on it within ten working days, and to say whether or not he/she
 - wishes to call relevant witnesses to give evidence or submit written or other evidence to the Sub-Committee
 - wishes any part of the hearing to be held in private
 - wishes any part of the report or other relevant documents to be withheld from the public
6. Upon receipt of the Investigating Officer's response, the Chairman of the Sub-Committee and the Monitoring Officer or other legal adviser will consider the responses of the Subject Member and the Investigating Officer and set a date for the hearing in consultation with the Head of Democratic Services.
7. The Member and the Investigating Officer are entitled to request that any witnesses they want should be called. However, the Chairman of the hearing may limit the number of witnesses to be called, if he/she believes the number requested is unreasonable and that some witnesses will simply be repeating the evidence of earlier witnesses, or else not providing evidence that will assist the Sub-Committee to reach its decision.
8. Nothing in this procedure shall limit the Chairman of the hearing from requesting the attendance of any additional witnesses whose evidence he/she considers would assist the Sub-Committee to reach its decision.

9. The Monitoring Officer/Legal Adviser, in consultation with the Chairman, will:
 - confirm a date, time and place for the hearing, which must be within three months from the date on which the Investigating Officer's report was completed and not less than fourteen days after the report was sent to the Subject Member
 - confirm the main facts of the case that are agreed
 - confirm the main facts that are not agreed
 - provide copies of any written evidence to the relevant parties
 - confirm which witnesses will be called by the parties
 - provide the parties with copies of the proposed procedure for the hearing, specifying which parts of the matter, if any, may be considered in private

APPENDIX 1 COMPOSITION OF THE HEARING SUB-COMMITTEE

1. The Sub-Committee shall comprise five Members drawn from the full members of the Standards Committee, and of these, at least two shall be Independent Members.
2. The membership of the Sub-Committee will vary for each individual hearing, and will be determined by the Head of Democratic Services on the principles set out below.
3. Where the matter for determination relates to a City Councillor, the Sub-Committee will include no more than two City Councillors. The other members of the Sub-Committee will be either two Independent Members and one Parish Member, or three Independent Members.
4. Where the matter for determination relates to a parish council matter, the Sub-Committee will comprise two Independent Members, and either one Parish Member and two City Councillors, or two Parish Members and one City Councillor.
5. The Chairman of the Standards Committee will generally be a member of the Sub-Committee and its Chairman. Otherwise, another Independent Member will be the Chairman of the Sub-Committee.
6. In selecting the membership of a Sub-Committee, the Head of Democratic Services will endeavour to ensure that members are selected in rotation, taking into account their availability for the proposed hearing date, and any possible conflicts of interest. Wherever possible, members of the Assessment (and if relevant the Review) Sub-Committee which considered the complaint will not be appointed to the Hearing Committee, but it is recognised that there are occasions when this may be necessary provided that there is no conflict of interest. Wherever possible there should be a gender balance on the Sub-Committee.
7. City Councillors shall wherever possible (and it is acknowledged that this will not always be possible) be selected on the following principles:
 - a Member of the Sub-Committee should not be a member of the same Group as the Member who is the subject of the hearing.
 - if the complainant is a City Councillor, a member of the Sub-Committee should not be a member of the same Group as the complainant.
 - If the Sub-Committee includes two City Councillors, they should not be Members of the same Group.

Subject to these principles, the Head of Democratic Services will endeavour to ensure that elected members of the Committee are selected in rotation, taking into account their availability for the proposed hearing date, and any possible conflicts of interest.

8. Once a Sub-Committee has been selected for a hearing, if a Member becomes unavailable to attend, the Head of Democratic Services will select a substitute from the membership of the Standards Committee, in accordance with the above principles.

9. The quorum of the Sub-Committee meeting shall be three members, of whom one must be an Independent Member, and no more than one should be a City Councillor. If the hearing concerns a parish matter, a Parish Member must be present.

LANCASTER CITY COUNCIL STANDARDS COMMITTEE

HEARING PROCEDURE

1. The Chairman may agree to vary this procedure in any particular instance where he/she is of the opinion that such variation is necessary in the interests of fairness.
2. The Subject Member may be represented or accompanied during the meeting by a solicitor or barrister, or with the permission of the Sub-Committee, another person. It is the responsibility of the Subject Member to arrange any representation.
3. The Sub-Committee may take legal advice from its legal adviser at any time during the hearing or during its deliberations. The substance of any advice given to the Sub-Committee will be shared with the Subject Member and Investigating Officer if they are present at the hearing.
4. At the start of the hearing, the Chairman shall introduce each of the members of the Sub-Committee, the Subject member (if present), the Investigating Officer (if present) and any other officers present, and shall then explain the procedure which the Sub-Committee will follow in the conduct of the hearing.
5. The Sub-Committee shall then confirm that it is quorate, and deal with any disclosures of interests.
6. If the Subject Member is not present at the start of the hearing:
 - The Chairman will ask the Monitoring Officer/Legal Adviser whether the Subject Member has indicated his/her intention not to attend the hearing
 - The Sub-Committee shall then consider any reasons which the Subject Member has provided for not attending the hearing and shall decide whether it is satisfied that there is sufficient reason for such failure to attend
 - If the Sub-Committee is satisfied with such reasons, it shall adjourn the hearing to another date
 - If the Sub-Committee is not satisfied with such reasons, or if the Subject Member has not given any such reasons, the Sub-Committee shall decide whether to consider the matter and make a determination in the absence of the Subject Member, or to adjourn the hearing to another date.
7. After the preliminary procedures, the Sub-Committee will consider whether or not there are any significant disagreements about the facts contained in the Investigating Officer's report.
8. If there is disagreement, the Investigating Officer will present the evidence which is relevant to the facts in dispute. With the permission of the Sub-Committee, witnesses can be called to give relevant evidence. The Subject Member and the Sub-Committee members may ask questions of the Investigating Officer or any witness.
9. The Subject Member or his/her representative will then present the evidence that is relevant to the facts in dispute. With the permission of the Sub-Committee, witnesses can be called to give relevant evidence. The Investigating Officer and the Sub-Committee members may ask questions of the Subject Member or any witnesses.

10. If the Subject Member disagrees with any relevant fact in the report without having given prior notice, he or she must give good reasons for not mentioning it before the hearing. After considering the Subject Member's explanation, the Sub-Committee may continue with the hearing, relying on the information in the report, may allow the Subject member to make representations about the issue and invite the Investigating Officer to respond and call any witnesses as necessary, or may postpone the hearing to arrange for appropriate witnesses to be present.
11. The Sub-Committee will consider in private all the evidence which it has heard in order to establish its findings of fact, and to reach a conclusion as to whether there has been a failure to comply with the Code of Conduct.
12. At any stage in the consideration of the matter, the Sub-Committee may return to ask further questions of the Investigating Officer or the Subject Member or seek further information. The other party will be given an opportunity to comment upon the questions asked or the responses made.
13. At the conclusion of the Sub-Committee's deliberations, the Chairman will advise the Subject member and the Investigating Officer of their findings.
14. If the Sub-Committee concludes that the Subject Member has failed to comply with the Code of Conduct, the Chairman will invite representations from the Investigating Officer and the Subject Member as to what action, if any, it should take. The Sub-Committee may ask questions of the Subject Member and the Investigating Officer. The Subject Member will be invited to make any final relevant points.
15. The Sub-Committee shall then consider in private whether to impose a sanction, and, if so, what sanction to impose and when that sanction should take effect.
16. The sanctions open to the Sub-Committee are:
 - censure of the Subject Member
 - restriction for a period not exceeding six months of the Subject Member's access to the premises of the authority or use of the resources of the authority, provided that those restrictions are reasonable and proportionate to the nature of the breach and do not unduly restrict the person's ability to perform the functions of a member
 - partial suspension of the Subject Member for a period not exceeding six months;
 - suspension of the Subject Member for a period not exceeding six months
 - that the Subject Member submits a written apology in a form specified by the Sub-Committee
 - that the Subject Member undertakes such training as the Sub-Committee specifies
 - partial suspension of the Subject Member for a period not exceeding six months or until such time as the Subject Member submits a written apology in a form specified by the Sub-Committee
 - partial suspension of the Subject Member for a period not exceeding six months or until such time as the Subject Member has undertaken such training or has participated in such conciliation as the Sub-Committee specifies

- suspension of the Subject Member for a period not exceeding six months or until such time as the Subject Member has submitted a written apology in a form specified by the Sub-Committee
 - suspension of the Subject Member for a period not exceeding six months or until such time as the Subject Member has undertaken such training or has participated in such conciliation as the Sub-Committee specifies
 - any combination of the above sanctions
17. Any sanction imposed by the Sub-Committee shall commence immediately unless the Sub-Committee directs that a sanction shall commence on another date within six months from the imposition of the sanction.
18. In deciding to impose a sanction, the Sub-Committee shall consider all the relevant circumstances and shall have regard to any relevant Guidance issued by the Standards Board
19. The Chairman will announce the decision of the Sub-Committee. Written notice of the findings of the Sub-Committee will be given as soon as is reasonably practicable to the Subject Member, the Standards Board, the Standards Committee of any other authority concerned, any parish council concerned, and any person who made an allegation that gave rise to the investigation. Public notices shall be given in accordance with the Regulations.
20. Where the Sub-Committee determines that the Subject Member has failed to comply with the Code of Conduct, the Chairman shall inform the Subject Member of the right to seek permission to appeal against the Sub-Committee's finding or any sanction imposed by sending a notice in writing to the President of the Adjudication Panel for England at 23 Victoria Avenue, Harrogate, HG1 5RD within 21 days of receipt of the written notice of findings.
21. The Sub-Committee may consider making any recommendations to the authority concerned with a view to promoting higher standards of conduct among its members.

Please enter the number of any paragraph where you disagree with the findings of fact in the Investigating Officer's report, and give your reasons and your suggested alternative.

Member's response to the evidence set out in the Investigating Officer's report

Para. No. from MO's report	Reasons for disagreeing with the findings of fact provided in that paragraph	Suggestion as to how the paragraph should read

Please attach separate sheets if necessary.

NAME:

SIGNED:

DATE:

Please set out below, using the numbered paragraphs, any other evidence you feel is relevant to the allegation made about you.

Other evidence relevant to the allegation

Para. No.	Details of the evidence
1	
2	
3	
4	
5	

Please attach separate sheets if necessary.

NAME:

SIGNED:

DATE:

Arrangements for the Standards Committee Hearing

Please tick the relevant boxes.

1	<p>The proposed date for the Standards Committee hearing is given in the accompanying letter. Are you planning to go to the hearing?</p> <p>If "No", please explain why.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Reason:
2	Are you going to present your own case?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
3	If you are not presenting your own case, will a representative present it for you?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Name:
4	<p>Is your representative a practising solicitor or barrister?</p> <p>If "Yes", please give his or her legal qualifications. Then go to question 6.</p> <p>If "No", please go to question 5.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Qualifications:
5	<p>Does your representative have any connection with the case?</p> <p>If "Yes", please give details.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Details:

NAME

SIGNATURE

DATE

<p>6</p>	<p>Are you going to call any witnesses? If "Yes", please fill in Form D.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p>7</p>	<p>Do you, your representative or your witnesses have any access difficulties (for example, is wheelchair access needed)? If "Yes", please give details.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Details:</p>
<p>8</p>	<p>Do you, your representative or witnesses have any special needs (for example, is an interpreter needed)? If "Yes", please give details.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Details:</p>
<p>9</p>	<p>Do you want any part of the hearing to be held in private? If "Yes", please give reasons.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reasons:</p>
<p>10</p>	<p>Do you want any part of the relevant documents to be withheld from public inspection? If "Yes", please give reasons.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reasons:</p>

NAME

SIGNATURE

DATE

Details of proposed witnesses to be called

	Name of witness or witnesses	1	
		2	
		3	
WITNESS 1			
a	Will the witness give evidence about the allegation? If "Yes", please provide an outline of the evidence the witness will give.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Outline of evidence:
b	Will the witness give evidence about what action the Standards Committee should take if it finds that that the Code of Conduct has not been followed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Outline of evidence:
WITNESS 2			
a	Will the witness give evidence about the allegation? If "Yes", please provide an outline of the evidence the witness will give.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Outline of evidence
b	Will the witness give evidence about what action the Standards Committee should take if it finds that that the Code of Conduct has not been followed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Outline of evidence

WITNESS 3			
a	<p>Will the witness give evidence about the allegation?</p> <p>If "Yes", please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Outline of evidence
b	<p>Will the witness give evidence about what action the Standards Committee should take if it finds that that the Code of Conduct has not been followed?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Outline of evidence

NAME

SIGNED

DATE