



## ADUR & WORTHING COUNCILS

### **Joint Governance Sub-Committee – Procedure for Hearing**

1. Chairperson to introduce everyone.
2. Chairperson to explain procedure.
3. The Sub-Committee to consider whether the press and public should be excluded from all or part of the meeting.

#### The Council

4. Monitoring officer (MO) (or their representative) to outline the Council's case.
5. Monitoring Officer to call First Witness;
  - Monitoring Officer to ask questions of First Witness;
  - Subject Member (or representative) to ask any relevant questions of Witness, through the Chairperson;
  - Sub-Committee Members to ask any relevant questions of the Witness.
6. Monitoring Officer to call Second Witness
  - Monitoring Officer to ask questions of Second Witness;
  - Subject Member (or representative) to ask any relevant questions of Witness, through the Chairperson;
  - Committee Members to ask any relevant questions of the Witness.
7. Subject Member (or representative) to ask questions of the Monitoring Officer, through the Chairperson.
8. Sub-Committee Members to ask questions of the Monitoring Officer.

#### The Subject Member

9. Subject Member (or representative) to outline their case.

10. Monitoring Officer to ask questions of the Subject Member, through the Chairperson.
11. Sub-Committee Members to ask questions of the Subject Member.

#### Final submissions

12. Monitoring Officer (or representative) to be offered opportunity of final comment.
13. Subject Member (or representative) to be offered opportunity of final comment.
14. The Independent Person's views will be sought and will be given with the Monitoring Officer, Subject Member and any press and public present.

#### Deliberations & Decision

15. The Sub-Committee, including the Independent Person, shall retire to deliberate with the Legal Advisor.
16. All parties will reconvene to take a vote in public, deliver their decision and provide reasons.
17. If it is determined that there is no breach of the Code of Conduct, the matter will be dismissed.
18. If a breach has been found, the Legal Advisor will outline the possible sanctions available.

#### Sanctions

19. The Monitoring Officer or their Representative has the opportunity to make representations relating to appropriate sanctions, to the Sub-Committee.
20. The Subject Member or his Representative then have an opportunity to address the Sub-Committee on mitigation and sanctions.
21. The views of the Independent Person and the Parish Representative will be sought and given in the meeting.
22. The Sub-Committee will then retire into private session, with the Legal Advisor, to come to a decision about sanctions. The decision together with reasons will then be announced in the meeting by the Chairperson of the Sub-Committee.
23. The decision of the Sub-Committee will be confirmed in writing within 5 working days.