

**Outline Procedure Hearing (Assuming Facts agreed)**

1. **Introductions of Sub-Committee and those involved.**
2. **Any preliminary procedural issues  
e.g. Exempt resolutions etc**
3. **Representations from Investigating Officer in relation to agreed facts and whether or not breach established.**

**Any Questions are put through the Chair**
4. **Representations from Member concerned in relation to agreed facts and whether or not breach established**

**Any Questions are put through the Chair**
5. **Sub-committee retires into private session to consider findings of fact and whether breach established.**
6. **Sub-committee announces findings of fact and whether breach established in public session**
7. **If no breach – hearing ends –move to step 12 below**
8. **If breach found Sub-committee hears**
  - a. **Representations from the Investigating Officer on sanctions**
  - b. **Representations from the Member concerned on sanctions**
  - c. **Receives any written or oral character evidence the member wishes to submit**
9. **Sub-committee retires in private session to consider sanctions**
10. **Sub-committee announces in public session sanctions to be imposed if any**
11. **If sanctions imposed Member advised of Right to Appeal and next steps**
12. **Short written summary provided to member concerned within 24 hours. Full decision normally within 10 working days. Publication of decision in local newspapers**