

TERMS OF REFERENCE OF THE CONSIDERATION, PRE HEARING AND HEARING SUB-COMMITTEE

1. Consideration of investigation reports prepared by or on behalf of the Monitoring Officer following a referral by the Assessment Sub-Committee on an initial assessment and determine:
 - a. That it accepts the Monitoring Officer's finding of no failure (a finding of acceptance) to comply with the code of conduct
 - b. That the matter should be considered at a Hearing of the Standards Committee Consideration and Hearing Sub-Committee
 - c. That the matter should be referred to the Adjudication Panel for determination
2. After making a finding of acceptance, the Consideration, Pre-Hearing and Hearing Sub-Committee shall give written notice to the Subject Member and Complainant / Town Council as required by Regulations.
3. At the request of the Monitoring Officer and Chair of the Standards Committee to hold a Pre hearing to:
 - Identify whether the subject member disagrees with any of the findings of fact in the investigation report
 - Identify whether those disagreements are likely to be relevant to any matter the hearing needs to decide
 - Identify whether evidence about those disagreements will need to be heard during the hearing
 - Decide whether there are any parts of the hearing that are likely to be held in private
 - Decide whether any parts of the investigation report or other documents should be withheld from the public prior to the Hearing, on the grounds that they contain "exempt" material
4. To conduct the Hearing of an allegation that a Subject Member or Co-opted Member is in breach of the Code of Conduct in accordance with the law and Standards Board Guidance.
5. Following a Hearing, make one of the following findings:
 - a. That the Subject Member has not failed to comply with the Code of Conduct;
 - b. That the Subject Member has failed to comply with the Code of Conduct but that no action needs to be taken in respect of the matters considered at the Hearing;

- c. That the Subject Member has failed to comply with the Code of Conduct and that a sanction should be imposed.
6. If the Sub-Committee makes a finding under paragraph 4(c) it shall impose any one of or any combination of sanctions that are available to a Standards Committee by law and outlined in the Procedure for a Hearing.
7. As soon as reasonably practicable, after making a finding under paragraph 4, it shall provide written notice of the finding and the reasons for it to the Subject Member / Complainant / Town Council , the Standards Board and the Standards Committee of any other authority concerned.
8. The Sub-Committee shall comprise three Members of the Standards Committee.
9. The Chair of the Sub-Committee will be an Independent Member
10. The Quorum for meetings of the Sub-Committee will be three members.
11. Decide on exempt information