

**NORTH YORKSHIRE COUNCIL**

**STANDARDS AND GOVERNANCE COMMITTEE HEARINGS PANEL**

**Pre-hearing process**

**FORM F**

**Checklist for pre-hearing process**

After the Council has received responses from the subject Member and the Complainant it should prepare a summary of the main aspects of the case that will be heard.

The pre-hearing process summary should include:

<input type="checkbox"/>	the name of the authority
<input type="checkbox"/>	the name of the subject Member(s)
<input type="checkbox"/>	the name of the Complainant (unless there are good reasons to keep their identity confidential)
<input type="checkbox"/>	the case reference number
<input type="checkbox"/>	the name of the Panel Member who will chair the hearing if known
<input type="checkbox"/>	the name of the Monitoring Officer
<input type="checkbox"/>	the name of the clerk of the hearing or other administrative officer
<input type="checkbox"/>	the name of the Independent Person for Standards
<input type="checkbox"/>	the name of the parish/town council representative (where relevant)
<input type="checkbox"/>	the date the pre-hearing process summary was produced
<input type="checkbox"/>	the date, time and place of the hearing
<input type="checkbox"/>	a summary of the complaint
<input type="checkbox"/>	the relevant section or sections of the Code of Conduct
<input type="checkbox"/>	the findings of fact in the investigation report that are agreed
<input type="checkbox"/>	the findings of fact in the investigation report that are not agreed
<input type="checkbox"/>	whether the parties will attend or be represented
<input type="checkbox"/>	the names of any witnesses who will be asked to give evidence
<input type="checkbox"/>	an outline of the proposed procedure for the hearing
<input type="checkbox"/>	identify any potential conflicts of interest