

FORM A

Subject member's response to the evidence set out in the investigation report

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

| Paragraph number from the investigation report | Reasons for disagreeing with the findings of fact provided in that paragraph | Suggestion as to how the paragraph should read |
|--|--|--|
| | | |
| | | |
| | | |

FORM B

Other evidence relevant to the complaint

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

| Paragraph number | Details of the evidence |
|------------------|-------------------------|
| 1 | |
| 2 | |
| 3 | |

FORM C

Representations to be taken into account if a member is found to have failed to follow the Code of Conduct

Please set out below, using the numbered paragraphs, any factors that the standards committee should take into account if it finds that a member has failed to follow the Code of Conduct. Please note that no such finding has been made yet.

| Paragraph number | Factors for the standards committee to take into account when deciding whether to sanction any censure, restriction of resources or allowances, suspension or partial suspension |
|------------------|--|
| 1 | |
| 2 | |
| 3 | |

FORM D

Arrangements for the standards committee hearing

Please tick the relevant boxes.

| | | | |
|----------|---|---|----------------|
| 1 | Are you planning to attend the standards committee hearing on the proposed date in the accompanying letter? If ' No ', please explain why. | Yes <input type="checkbox"/> No <input type="checkbox"/> | Reason: |
| 2 | Are you going to present your own case? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 3 | If you are not presenting your own case, will a representative present it for you? If ' Yes ', please state the name of your representative. | Yes <input type="checkbox"/> No <input type="checkbox"/> | Name: |

| | | | |
|-----------------|--|--|------------------------|
| <p>4</p> | <p>Is your representative a practising solicitor or barrister?</p> <p>If 'Yes', please give their 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> | <p>Qualifications:</p> |
| <p>5</p> | <p>Does your representative have any connection with your case?</p> <p>If 'Yes', please give details.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>Details:</p> |
| <p>6</p> | <p>Are you going to call any witnesses?</p> <p>If 'Yes', please fill in Form E.</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?</p> <p>If 'Yes', please give details.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>Details:</p> |

| | | | |
|-----------|---|--|-----------------|
| 8 | <p>Do you, your representative or witnesses have any special needs?</p> <p>For example, is an interpreter needed?</p> <p>If 'Yes' please give details</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>Details:</p> |
| 9 | <p>Do you want any part of the hearing to be held in private?</p> <p>If 'Yes', please give reasons.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>Reasons:</p> |
| 10 | <p>Do you want any part of the relevant documents to be withheld from public inspection?</p> <p>If 'Yes', please give reasons.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>Reasons:</p> |

FORM E

Details of proposed witnesses to be called

| | | |
|------------------------------|---|--|
| Name of witness or witnesses | 1 2 3 | |
| Witness 1 | | |
| 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> <p>Outline of evidence:</p> |
| b | <p>Will the witness give evidence about what action the standards committee should take if it finds that the Code of Conduct has not been followed?</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> <p>Outline of evidence:</p> |

Witness 2

| | | | |
|----------|---|--|----------------------|
| 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 the Code of Conduct has not been followed?</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: |

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 the Code of Conduct has not been followed?</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: |

FORM F

Checklist for the pre-hearing process summary

After the standards committee has received responses from the subject member and the monitoring officer or ethical standards officer, 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 |
| <input type="checkbox"/> | the name of the complainant (unless there are good reasons to keep their identity confidential) |
| <input type="checkbox"/> | case reference numbers of the principal authority or the Standards Board for England |
| <input type="checkbox"/> | the name of the standards committee member who will chair the hearing |
| <input type="checkbox"/> | the name of the monitoring officer |
| <input type="checkbox"/> | the name of the ethical standards officer who referred the matter (if applicable) |
| <input type="checkbox"/> | the name of the clerk of the hearing or other administrative officer |
| <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 subject member or the monitoring officer or ethical standards officer 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 |