

- Formal commencement of meeting, apologies declarations etc
- Members decide whether they wish to hear the matter in public or with the public excluded – take advice from Monitoring Officer if necessary.
- Chair opens the agenda item
- Monitoring Officer recommends procedure.
- Monitoring Officer's introduction of his report
- Investigator's presentation of the investigation report and questions from members to the Investigator on that report
- Complainant presents the complaint and calls witnesses. Members and other parties ask questions of complainant and witnesses through the Chair
- Subject Member present his / her case and calls witnesses.
- Members and other parties ask questions of Subject Member and their witnesses through the Chair
- Complainant sums up.
- Advice and observations on the case from Monitoring Officer and Independent Person
- All parties leave the room except MO and Committee Officer and members consider their decision
- All parties are called back into the room and the decision announced
- End of meeting.