

Current Timetable for Pre-Hearing Process

The current timetable, as set out in the Procedure Rules, is shown below. In order for the Hearing to be held within the three month period set out in the Regulations:

- both Parties must only use the minimum amount of time allocated to them;
- the Hearing must be held on the last day (or as close to it as possible) within the 3 month period; and
- the Consideration Sub-Committee agenda would need to be dispatched on the same day the Final Investigation Report is issued.

Even with these conditions, there are only 7 working days in the process to allow for any delays and for the Monitoring Officer and Chair to agree the pre-hearing process summary (or the Hearings Sub-Committee to have a pre-hearing meeting). If the Hearing was not scheduled for the final possible date, and if there were any unforeseen delays in the process, this time for the pre-hearing summary to be agreed would be reduced.

The timescales which cannot be changed are shaded for clarity. These are dictated by legislation, regulations or statutory guidance.

Timescale	Required action
Day 1	Final Report is issued by the Investigator, and the Consideration Sub-Committee agenda is published.
Days 2 to 6	These are the five clear days required following the agenda dispatch and before the Consideration Sub-Committee meeting.
Day 7	Earliest possible date the Consideration Sub-Committee meeting can be held.
Days 8 to 10	The Committee Clerk liaises with the Monitoring Officer and the Chair of the Standards Committee to confirm the following: <ul style="list-style-type: none"> • Who will act as the legal adviser to the Hearings Sub-Committee; • Who will be the Chair of the Hearings Sub-Committee; and • Potential dates for the hearing.
Day 11	Earliest date the Committee Clerk can send the pre-hearing forms to the subject Member for completion.
Days 12 to 21	Initial minimum 10 day period for the subject Member to complete and return their completed pre-hearing forms.
Day 22	The subject Member is given a potential extra five days to return the pre-hearing forms.
Days 23 to 29	This is the extra five day period for the subject Member to complete and return their pre-hearing forms, after which a series of assumptions is made about their response.

Timescale	Required action
Day 30	The subject Member's response is sent to the Investigator for comment.
Days 31 to 40	This is the minimum 10 day period for the Investigator to review the subject Member's response and provide their own response.
Day 41	The subject Member's and the Investigator's responses are collated by the Committee Clerk.
Days 42 to 48	During this time the Monitoring Officer and the Chair must meet to agree the contents of the pre-hearing summary, or alternatively the Chair can call a pre-hearing meeting of the Hearings Sub-Committee (this would probably have to be a short notice meeting).
Day 49	This is the last possible date that the Pre-Hearing Summary can be issued by the Committee Clerk. This must be sent to everyone involved in the Hearing at least 10 working days before the Hearing.
Days 50 to 53	-
Day 54	This is the last possible date for the agenda for the Hearings Sub-Committee meeting to be dispatched. This must be published five clear days before the Hearings Sub-Committee meeting.
Days 55 to 59	-
Day 60	Last possible date to hold Hearings Sub-Committee.

Proposed Timetable for Pre-Hearing Process (based on Option 3 in the report)

The timetable shown below allows two extra days at the beginning of the process, following the investigator issuing the final report, for the Committee Clerk to prepare the Consideration Sub-Committee agenda and dispatch it.

It allows the subject Member a total of 10 working days to respond with the pre-hearing forms (5 of these after an initial reminder), and allows the Investigator 5 working days to respond.

There is also extra time built in the end of the process, meaning that the Committee Clerk has a 12 working day period during which to schedule the Hearings Sub-Committee meeting, whilst still only allowing 6 working days for the Monitoring Officer and Chair to agree the pre-hearing process summary (or the Hearings Sub-Committee to have a pre-hearing meeting).

Timescale	Required action
Day 1	Final Report is issued by the Investigator.
Day 2 or 3	Consideration Sub-Committee agenda published.
Days 4 to 8	These are the five clear days required following the agenda dispatch and before the Consideration Sub-Committee meeting.
Day 9	Earliest possible date the Consideration Sub-Committee meeting can be held.
Days 10 to 12	The Committee Clerk liaises with the Monitoring Officer and the Chair of the Standards Committee to confirm the following: <ul style="list-style-type: none"> • Who will act as the legal adviser to the Hearings Sub-Committee; • Who will be the Chair of the Hearings Sub-Committee; and • Potential dates for the hearing.
Day 13	Earliest date the Committee Clerk can send the pre-hearing forms to the subject Member for completion.
Days 14 to 17	Initial five day period for the subject Member to complete and return their completed pre-hearing forms.
Day 18	The subject Member is given a potential extra five days to return the pre-hearing forms.
Days 19 to 23	This is the extra five day period for the subject Member to complete and return their pre-hearing forms, after which a series of assumptions is made about their response.
Day 24	The subject Member's response is sent to the Investigator for comment.
Days 25 to 29	This is the five day period for the Investigator to review the subject Member's response and provide their own response.
Day 30	The subject Member's and the Investigator's responses are collated by the Committee Clerk.
Days 31 to 36	During this time the Monitoring Officer and the Chair must meet to agree the contents of the pre-hearing summary, or alternatively the Chair can call a pre-hearing meeting of the Hearings Sub-Committee (this would probably have to be a short notice meeting).
Day 37	This is the earliest realistic date that the Pre-Hearing Summary can be issued by the Committee Clerk. This must be sent to everyone involved in the Hearing at least 10 working days before the Hearing.

Timescale	Required action
Days 38 to 41	-
Day 42	This is the earliest realistic date for the agenda for the Hearings Sub-Committee meeting to be dispatched. This must be published five clear days before the Hearings Sub-Committee meeting.
Days 43 to 47	-
Day 48	This is the earliest realistic date for the Hearings Sub-Committee to meet.
Days 49 to 59	-
Day 60	Last possible date to hold Hearings Sub-Committee.