

## **AGENDA NO**

### **APPEALS AND COMPLAINTS COMMITTEE PROCEDURE FOR MEETING**

1. The objectors and supporters (if they wish to attend the meeting) and the officer representing the Council will be in attendance from the commencement of the item.
2. The Chairperson will introduce the Committee and will explain that it is meeting to hear representations from relevant parties and to come to a decision based on the facts of the case.
3. The Chairperson or Clerk will explain the procedure i.e.
  - i. The officer will introduce the matter and present his/her report.
  - ii. Objectors will be given the opportunity of presenting their case.
  - iii. Supporters will be given the opportunity of presenting their case.
  - iv. Members of the Committee and other parties will be given the opportunity to ask questions relating to the representations made.
  - v. Officers response to issues raised and summing up.
4. Following the above and once the Committee feels it has gathered sufficient information; objectors, supporters and officers will be asked to leave the room whilst the Committee comes to a decision. N.B Officers from Law and Democracy will remain in the room, with the Committee, to provide legal advice and a written record of the decision.
5. All parties will be invited back into the room and the Chairperson will advise the parties of the Committee's decision and the reasons for making it.
6. A decision in writing will be sent to relevant parties and usually within seven days.