

## **AGENDA NO**

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

1. The objectors, any supporters and officers representing the Council will be in attendance from the commencement of the item.
2. The Chairman 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 Chairman will refer to the procedure as detailed below.
  - i. An officer will introduce the matter and present their report.
  - ii. The complainant will be given the opportunity of presenting their case
  - iii. Members of the Committee and other parties will be given the opportunity to ask questions at i and ii above
  - iv. The complainant and officers will provide a brief final statement.
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 Chairman will advise the parties of the Committee's decision and the reasons for making it.
6. The decision, in writing, will be sent to relevant parties.