

## Report of: The Monitoring Officer

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### **Subject: Procedure for dealing with Allegations referred to the Standards Committee**

**Decision Required: Yes**

#### **Recommendation:**

The Authority is recommended to approve the proposed procedure for the conduct of an inquiry by the Standards Committee of the Authority.

#### **1. Key Messages**

If the Standards Committee is required to conduct an inquiry into a members conduct, then it is important that the procedure for doing so is approved by the Authority before the need arises.

#### **2. Background**

Standards Committees were set up by the UK government after the publication of the Nolan Report into standards in public life. They were enacted by the Local Government Act 2000.

In Wales Standards Committees are regulated by the Standards Committees (Wales) Regulations 2001.

All members of the NPA agree to comply with the standards set out in the Nolan principles and to ensure that members are fully aware of their obligations in that regard regular training sessions are conducted for members.

There are circumstances where the Standards Committee may be required to conduct an inquiry into a members conduct and in February members of the Standards Committee received training on the procedure that should be adopted. It became apparent during that training that as the Standards Committee had never had to hold an inquiry that there was no procedure in place. Consequently it was felt that it would be beneficial if a procedure could be drafted and approved by the Authority so that if it ever became necessary to hold an inquiry the procedure was already in place.

#### **3. Consultation**

The draft policy was circulated amongst members of the standards Committee and some observations and suggestions were received which have been incorporated into the final version of the procedure which members are now being asked to approve

#### **4. Strategic Policy Context**

The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic policy context.

Adoption of the proposed procedures will enhance the NPA's compliance with its code of corporate Governance by providing a robust procedure for conducting a Hearing of the standards committee.

#### **5. Financial Considerations**

There are no resources or financial implications arising from the proposals

#### **6. Risk and Compliance Considerations**

This proposal will reduce the risk of a procedural irregularity occurring during the preparation for, and a hearing before the Standards Committee and therefore reduce the risk of a legal challenge which might have financial and reputational risks for the Authority.

#### **7. Impact on our Public Sector Duties**

##### **7.1 Integrated Assessment Completed: No**

##### **7.2 Equality, Socio-Economic, Health and Human Rights Impacts**

The adoption of this policy will ensure that the process for preparing for a hearing before the Standards Committee and the hearing itself is fair to all parties.

##### **7.3 Welsh Language Impacts.**

The policy will comply with Authority's Welsh Language Standards

##### **7.4 Section 6 Biodiversity Duty and Carbon Emission Impacts**

This proposal will have no impact on the above.

##### **7.5 Well-being Goals for Wales and 5 Ways of Working (Sustainable Development Principles) Impacts**

The adoption of this policy will ensure that there is a robust procedure in place to enhance decision making which will in turn promote a more resilient and equal Wales.

#### **8. Conclusion**

The adoption of this policy will ensure that if it becomes necessary to convene a hearing before the Standards Committee that there is a robust procedure already in place.

#### **9. List Background Documentation:**

None

(For further information please contact Michael Kent, Monitoring Officer)



## Pembrokeshire Coast National Park Authority

### Procedure for Dealing with Allegations made against Members and referred to the Standards Committee: Operational Procedure

Area of Operation: Standards Committee

Version	Active Date	Document Owner
1		<i>Democratic Services Manager</i>

Please note:

- Operational Procedure Control Sheet is at the end of the document.
- Operational Procedures should provide step by step instructions or checklist for implementing policies and standards. They are action orientated.

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**Does this Procedure relate to me:** *Members of the Standards Committee and those Members of the Authority who are subject to referrals to the Committee*

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#### **Quick Reference – Purpose of this Procedure:**

- **To provide guidance to Members of the Standards Committee on the procedures to be followed when it is necessary to conduct an inquiry into a Member's conduct.**

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*This procedure is also available in Welsh*

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## 1. Introduction

This document sets out the procedure that the Authority's Standards Committee will follow where it is required to make decisions about the conduct of Members following investigations by the Public Services Ombudsman for Wales or the Authority's Monitoring Officer under Part III of the Local Government Act 2000 and related regulations. If there is any conflict between this document and any statutory requirements then those statutory requirements will prevail.

## 2. Interpretation

In this procedure:

- 2.1 the "Act" means the Local Government Act 2000;
- 2.2 the "Authority" means Pembrokeshire Coast National Park Authority (NPA);
- 2.3 the "Code of Conduct" means the code of conduct for Members adopted by the NPA;
- 2.4 the "Complainant" means any person who made any allegation which gave rise to the investigation;
- 2.5 the "Investigating Officer" means the person who conducted an investigation into any alleged breach of the Code of Conduct and produced the investigation report, being either the Ombudsman (or a person acting on their behalf) or the Monitoring Officer;
- 2.6 an "investigation report" means a report on the outcome of an investigation into any alleged breach of the Code of Conduct produced either by the Ombudsman under s71(2) of the Act or by the Monitoring Officer under the Regulations;
- 2.7 "Legal Adviser" means the officer responsible for providing legal advice to the Standards Committee. This may be the Monitoring Officer, Deputy Monitoring Officer, or a qualified external legal advisor or where there is a conflict a Monitoring Officer or Deputy Monitoring Officer from another authority or another suitably legally qualified person.
- 2.8 the "Member" means any person who is the subject of an investigation into any alleged breach of the Code of Conduct;
- 2.9 the "Monitoring Officer" means the officer for the time being appointed by the Authority under section 5 of the Local Government and Housing Act 1989;
- 2.10 the "Ombudsman" means the Public Services Ombudsman for Wales;
- 2.11 the "Regulations" means the Local Government Investigations (Functions of Monitoring Officers and Standards Committees) (Wales) Regulations 2001 as amended;

2.12 the “Standards Officer” means an officer from Democratic Services for the time being appointed by the Authority to support the work of the Standards Committee.

### **3. Summary of the Procedure**

3.1 Under section 69 of the Act, the Ombudsman may investigate any alleged breach of the Code of Conduct by Members of the Authority.

3.2 Under section 70(4) of the Act, where the Ombudsman ceases such an investigation before it is completed, they may refer the matters which are the subject of the investigation to the Monitoring Officer. The Monitoring Officer will then investigate matters in accordance with the Regulations before reporting and, if appropriate, making recommendations to the Standards Committee.

3.3 Alternatively, under section 71(2) of the Act, where the Ombudsman decides after investigating that it is appropriate, they will produce a report on the outcome of the investigation and send it to the Monitoring Officer and the Authority’s Standards Committee. The Monitoring Officer will then consider the report of the Ombudsman in accordance with the Regulations, before, if appropriate, making recommendations to the Standards Committee.

3.4 The Standards Committee will then make an initial determination either:

- i. that there is no evidence of any failure to comply with the Code of Conduct;  
or
- ii. that the Member should be given the opportunity to make representations, either orally or in writing.

3.5 Where the Member is given an opportunity to make representations, the Standards Committee will convene a hearing to consider any response made by the Member and it must determine under regulation 9(1) of the Regulations either that:

- i. there is no evidence of any failure to comply with the Code of Conduct and that therefore no action needs to be taken;
- ii. the Member has failed to comply with the Code of Conduct but that no action needs to be taken in respect of that failure;
- iii. the Member has failed to comply with the Code of Conduct and should be censured; or
- iv. the Member has failed to comply with the Code of Conduct and should be suspended or partially suspended from being a Member of their authority for a period not exceeding six months and take any such action accordingly.

#### **4. Investigations by the Monitoring Officer (Referrals Under Section 70(4) of the Act)**

- 4.1 Where the Ombudsman ceases their investigation before it is completed and refers the matters which are the subject of the investigation to the Monitoring Officer under section 70(4) of the Act, the Monitoring Officer must:
- i. conduct an investigation; and
  - ii. report, and if appropriate, make recommendations to the Authority's Standards Committee.
- 4.2 The Monitoring Officer will investigate in accordance with the Regulations and may follow such procedures as they considered appropriate in the circumstances of the case.
- 4.3 After concluding an investigation, the Monitoring Officer must:
- i. produce a report on the findings of their investigation and, if appropriate, may make recommendations to the Standards Committee;
  - ii. send a copy of the report to the Member; and
  - iii. send a copy of the report to the Complainant.
- 4.4 The Standards Committee will consider the Monitoring Officer's report and any recommendations in accordance with the procedure set out below.

#### **5. Investigations by the Ombudsman (Referrals Under Section 71(2) of the Act)**

- 5.1 Where the Ombudsman completes their investigation and sends a report to the Monitoring Officer and the Authority's Standards Committee under section 71(2) of the Act, the Monitoring Officer must consider the Ombudsman's report and, if appropriate, make recommendations to the Authority's Standards Committee.
- 5.2 The Standards Committee will consider the Ombudsman's report together with any recommendations made by the Monitoring Officer in accordance with the procedure set out below.

#### **6. The First Meeting of the Standards Committee - Initial Determination**

- 6.1 After the Monitoring Officer has:
- 6.1.1 produced an investigation report in accordance with paragraph 4.3; or
  - 6.1.2 considered the Ombudsman's investigation report in accordance with paragraph 5.1
- they will arrange for a meeting of the Standards Committee to be convened as soon

as possible and for a copy of the investigation report, together with the Monitoring Officer's recommendations (if any), to be sent to each of the members of the Standards Committee.

- 6.2 Notice of the time and place of the meeting will be given in accordance with Part VA of the Local Government Act 1972 as amended by the Standards Committees (Wales) Regulations 2001.
- 6.3 If the investigation report is produced by the Ombudsman, the Monitoring Officer will provide advice to the Standards Committee. If the investigation report is produced by the Monitoring Officer, the Deputy Monitoring Officer or some other suitably legally qualified person will provide advice to the Standards Committee.
- 6.4 The business of the Standards Committee meeting will be to consider the investigation report, the Monitoring Officer's recommendations (if any), any procedural matters arising (if any) and to make an initial determination either:
  - i. that there is no evidence of any failure to comply with the Code of Conduct;  
or
  - ii. that the Member should be given the opportunity to make representations,  
  
either orally or in writing in respect of the findings of the investigation and any allegation that he or she has failed, or may have failed, to comply with the Code of Conduct.

## **7. After the First Meeting of the Standards Committee**

- 7.1 Where the Standards Committee decides that there is no evidence of any failure to comply with the Code of Conduct, the Standards Officer will accordingly notify the Member, the Complainant and the Ombudsman.
- 7.2 Where the Standards Committee decides that the Member should be given the opportunity to make representations, the Standards Officer will notify the Member of the Committee's decision and the procedure which the Committee proposes to adopt to receive and consider any representations that they may wish to make.

## **8. Preparing for the Hearing to Consider the Member's Representations**

- 8.1 The Standards Officer, in consultation with the Chair of the Standards Committee, will write to the Member to offer 3 hearing dates including the time of the hearing, and to ask the Member to complete and return Form A and B within 14 Calendar days, to confirm whether they:
  - i. want to make representations, whether orally or in writing and if so, to include any written representations in their response;

- ii. disagrees with any of the findings of fact in the investigation report, and if so, which matters they disagree with and the reasons for any disagreements;
  - iii. want to appear before the Committee in person or be represented at the hearing by a solicitor, barrister or any other person, in accordance with their right under the Regulations;
  - iv. want to give evidence to the Standards Committee, either orally or in writing;
  - v. want to call relevant witnesses to give evidence to the Standards Committee;
  - vi. want any part of the meeting to be held in private;
  - vii. want any part of the investigation report or other relevant documents to be withheld from the public
- 8.2 If the Member wishes to make written representations and does not wish to attend or be represented at the Hearing, then they must also return Form C within 14 Calendar days. Form C will be confidential and only referred to should the Standards Committee decide that there has been a breach of the relevant Code of Conduct.
- 8.3 If a Member, without reasonable excuse, fails to respond within 14 Calendar days, it will be assumed by the Standards Committee that they do not wish to take part in the proceedings, unless they advise differently.
- 8.4 the Legal Advisor in consultation with the Chair of the Standards Committee will confirm the date and time of the Hearing.
- 8.5 The Standards Officer will notify the Investigating Officer of the date and time of the hearing and ask whether they will be attending the hearing.
- 8.6 The Standards Officer will send a copy of the Member's response under paragraph 8.1 to the Investigating Officer and will ask them to confirm in writing within 7 Calendar days whether they:
- i. have any comments on the Member's response;
  - ii. want to be represented at the hearing;
  - iii. want to call relevant witnesses to give evidence to the Standards Committee;
  - iv. want any part of the meeting to be held in private; and
  - v. want any part of the investigation report or other relevant documents to be withheld from the public.

- 8.7 A copy of the Investigating officer's response will be forwarded to the Member within five working days of receipt.
- 8.8 If either the Member or the Investigating Officer is unable to meet the requirements concerning the return of responses then they must, before the time for responding expires, write to the Legal Advisor and ask for an extension of time, explaining and justifying why the extension is required. The request will be considered by the Legal Advisor, in consultation with the Chair of the Committee.
- 8.9 If an extension is agreed, a new date for receipt of the responses will be set and the date and time of the hearing may need to be changed to allow the process to continue within the revised timescales.
- 8.10 If the timetable for the exchange of information is not complied with then the standards Committee may deem that the facts are agreed and/or that no further comment or additional information will be provided to the Hearing.
- 8.11 The party failing to comply and wishing to introduce late information will have to make an application to the Standards Committee and satisfy the Standards Committee that there is a reasonable justification for the non-compliance
- 8.12 Where the Committee considers that a pre-hearing review is appropriate notice of at least 14 days will be given to the Member, who may attend with or without any representation. The pre-hearing review will be held in private session unless the Committee directs otherwise.
- 8.13 The purpose of the pre-hearing review would be to consider any directions which may be required to facilitate a Hearing including but not restrict to, directions relating to evidence, location of hearing, timings and narrowing of any issues.
- 8.14 The Standards Officer will write to the members of the Committee, the Member and the Investigating Officer at least 14 days before the hearing to:
- i. confirm the date, time and place for the hearing;
  - ii. summarise the allegation;
  - iii. outline the main facts of the case that are agreed;
  - iv. outline the main facts which are not agreed;
  - v. Advise whether the Member or the Investigating Officer will attend or be represented at the hearing and if so by whom.
  - vi. list those witnesses, if any, who will be asked to give evidence;

- vii. enclose the investigation report, any relevant documents, the Member's response and any further response from the Investigating Officer; and
- viii. outline the proposed procedure for the meeting.

## **9. Powers of the Standards Committee**

- 9.1 The Standards Committee may, in accordance with the requirements of natural justice, conduct the meeting in the manner it considers most suitable to the clarification of the issues before it and generally to the just handling of the proceedings. It must so far as appears to it appropriate seek to avoid formality and inflexibility in its proceedings. The Standards Committee will decide factual evidence on the balance of probabilities.
- 9.2 The Member and/or the Investigating Officer may be represented or accompanied whether or not the representative is legally qualified.
- 9.3 The Standards Committee may take legal advice from the legal adviser at any time during the meeting or while they are considering the outcome. The substance of any legal advice given to the Committee will be shared with the Member and the Investigating Officer if they are present.
- 9.4 All hearings will comply with the Authority's Welsh Language Standards

## **10. Failure to Make Representations / Attend the Hearing**

- 10.1 If the Member fails to make representations, the Standards Committee may:
  - i. unless it is satisfied that there is sufficient reason for such failure, consider the investigation report and make a determination in the Member's absence; or
  - ii. give the Member a further opportunity to make representations.
- 10.2 If a party fails to be present or represented at a hearing, the Standards Committee may, if it is satisfied that the party was duly notified of the hearing and that there is no good reason for such absence:
  - i. hear and decide the matter in the party's absence; or
  - ii. adjourn the hearing, to a date to be agreed.

## **11. Illness or Incapacity**

- 11.1 If the Standards Committee is satisfied that any party is unable, through physical or mental sickness or impairment, to attend the hearing and that the party's inability is likely to continue for a long time, the Standards Committee may make such arrangements as may appear best suited, in all the circumstances of the case, for disposing fairly of the matter.

## **12. Procedure at the Hearing**

- 12.1 The hearing and/or part of the hearing will be held in public unless the Standards Committee is persuaded that there is justification under the Local Government Act 1972 to exclude the public.
- 12.2 If either party wishes to produce further information relevant to the hearing to the Standards Committee they should make an application to the Committee for permission to do so prior to the commencement of the formal part of the Hearing.
- 12.3 The Standards Committee retains the sole discretion whether to permit the late introduction of information but shall always seek to ensure that neither party is prejudiced and that all parties are able to present the information which is relevant to the matters at the Hearing.
- 12.4 The procedure at the meeting shall be as set out below, subject to the Chair making such changes as they think fit in order to ensure a fair and efficient hearing.

### **12.5 Introduction**

The Chair of the Standards Committee will introduce those persons present and will explain the manner and order of proceedings

### **12.6 First Stage - Preliminary Procedural Issues**

The Standards Committee will then resolve any issues or disagreements about how the hearing should continue, which have not been resolved during the prehearing process.

### **12.7 Second Stage - Making Findings of Fact**

The Standards Committee will then consider whether or not there are any significant disagreements about the facts contained in the investigation report.

- 12.7.1 If there is a disagreement as to the facts:
- (a) the Investigating Officer, if present, will be invited to make any necessary representations to support the relevant findings of fact in the investigation report;
  - (b) the Investigating Officer may call any necessary supporting witnesses to give evidence, with the Standards Committee's permission and the Committee shall give the Member an opportunity to challenge any evidence put forward by any witness called by the Investigating Officer;
  - (c) the Member will then be invited to make representations to support their version of the facts.

(d) the Member may call any necessary witnesses to give evidence, with the Standards Committee's permission and the Committee shall give the Investigating Officer an opportunity to challenge any evidence put forward by any witness called by the Member.

12.7.2 At any time, the Standards Committee may question any of the people involved or any of the witnesses.

12.7.3 If the Member disagrees with any relevant fact in the investigation report, without having given prior notice of the disagreement, they must give good reasons for not mentioning it before the hearing. If the Investigating Officer is not present, the Standards Committee will consider whether or not it would be in the public interest to continue in their absence. After considering the Member's explanation for not raising the issue at an earlier stage, the Committee may then:

(a) continue with the hearing, relying on the information in the investigation report;

(b) allow the Member to make representations about the issue, and invite the Investigating Officer to respond and call any witnesses, as necessary; or

(c) adjourn the hearing to arrange for appropriate witnesses to be present, or for the Investigating Officer to be present if they are not already.

12.7.4 At the conclusion of the representations as to matters of fact, the Standards Committee will resolve to exclude the public from their deliberations and retire to consider their decision.

12.7.5 Once the decision is reached and the meeting re-convened in public/private session, the Chair will announce the Standards Committee's findings of fact.

12.7.6 If the Standards Committee make a finding of **all** disputed fact(s) in favour of the Member, then the Committee may decide to conclude the hearing and dismiss the allegation(s).

## **12.8 Third Stage - Deciding whether the Member has failed to comply with the Code**

12.8.1 The Standards Committee will then consider whether, based on the facts it has found, the Member has failed to comply with the Code.

12.8.2 The Standards Committee will invite the Investigating Officer to make representations as to whether or not, based on the facts the Committee has found, the Member has failed to comply with the Code of Conduct.

12.8.3 The Standards Committee will invite the Member to respond to the representations of the Investigating Officer and to make representations as to whether or not, based on the facts the Committee has found, they have

failed to comply with the Code of Conduct.

12.8.4 The Standards Committee may, at any time, question anyone involved on any point they raise in their representations.

12.8.5 The Member will be invited to make any final relevant points.

12.8.6 The Standards Committee may then resolve to exclude the public from their deliberations and retire to deliberate in private on the representations and decide whether or not the Member has failed to comply with the Code of Conduct.

12.8.7 Once the decision is reached and the meeting re-convened in public/private session, the Chair will announce the Standards Committee's findings.

## **12.9 Fourth Stage - Action to be Taken**

12.9.1 If the Standards Committee decides that the Member has not failed to comply with the Code of Conduct, it will formally record that there is no evidence of any failure by the Member to comply with the Code of Conduct. The Standards Committee can still however consider whether it should make any general recommendations to the Authority in question to prevent further issues on similar matters recurring.

12.9.2 If the Standards Committee decides that the Member has failed to comply with the Code of Conduct it will invite the Member and the Investigating Officer to make representations as to:

- (a) whether or not the Committee should apply a sanction; and
- (b) what form any sanction should take.

12.9.3 The Standards Committee may then resolve to exclude the public from their deliberations and retire to deliberate in private on the representations and decide either that:

- (a) no action needs to be taken in respect of the failure to comply with the Code of Conduct.
- (b) the Member should be censured; or
- (c) the Member should be suspended or partially suspended from being a Member of their authority for a period not exceeding six months,

after which the Chair of the Standards Committee will announce its decision.

12.9.4 After making a decision the Standards Committee will instruct the Standards Officer to confirm the decision and the reasons for the decision in writing and to send a copy of the written decision (including details of the Member's right of appeal) to the Member, the Complainant and the Ombudsman as soon as reasonably practicable.

### **13. Suspension**

A period of suspension or partial suspension will commence on the day after:

- 13.1 the expiry of the time allowed to lodge a notice of appeal to an appeals tribunal under the Regulations (ie within 21 days of receiving notification of the Standards Committee's determination);
- 13.2 receipt of notification of the conclusion of any appeal in accordance with the Regulations;
- 13.3 a further determination by the Standards Committee made after receiving a recommendation from an appeals tribunal under the Regulations, whichever occurs last.

### **14. Referral by an Appeals Tribunal**

- 14.1 Where the Standards Committee determines that the Member has failed to comply with the Code of Conduct, the Member may appeal against the determination to an appeals tribunal drawn from the Adjudication Panel for Wales.
- 14.2 An appeals tribunal may endorse the decision of the Standards Committee, refer a matter back to it recommending it impose a different penalty, or overturn the decision.
- 14.3 If:
  - i. the Standards Committee determines that the Member failed to comply with the Code of Conduct;
  - ii. the Member appeals to an appeals tribunal drawn from the Adjudication Panel for Wales; and
  - iii. the said tribunal refers the matter back to the Standards Committee with a recommendation that a different penalty be imposed,

the Standards Committee shall meet as soon as reasonably practicable to consider the recommendation of the appeals tribunal and will determine whether or not it should uphold its original determination or accept the recommendation.

- 14.4 After making its determination the Standards Committee will instruct the Standards Officer to confirm the decision and the reasons for the decision in writing and to send a copy of the written decision to the Member, the Complainant, the Ombudsman and the president of the Adjudication Panel for Wales as soon as reasonably practicable.

### **15. Publication of the Standards Committee's Report**

- 15.1 The Standards Committee will cause to be produced within 14 days after:

- i. the expiry of the time allowed to lodge a notice of appeal under the Regulations, or
- ii. receipt of notification of the conclusion of any appeal in accordance with the Regulations, or
- iii. a further determination by the Standards Committee made after receiving a recommendation from an appeals tribunal under the Regulations,

whichever occurs last, a report on the outcome of the investigation and send a copy to the Ombudsman, the Monitoring Officer, the Member and take reasonable steps to send a copy to the Complainant.

15.2 Upon receipt of the report of the Standards Committee, the Monitoring Officer shall:

- i. for a period of 21 days publish the report on the Authority's website and make copies available for inspection by the public without charge at all reasonable hours at the Authority's offices, where any person shall be entitled to take copies of, or extracts from, the report when made so available;
- ii. supply a copy of the report to any person on request if they pay such charge as the Authority may reasonably require, and
- iii. not later than seven days after the report is received from the Standards Committee, give public notice, by advertisement in newspapers circulating in the area and such other ways as appear to them to be appropriate, that copies of the report will be available as provided by paragraphs 15.2.1 and 15.2.2 above, and shall specify the date (being a date not more than seven days after public notice is first given) from which the period of 21 days will begin.

## 16. Costs

The Standards Committee has no power to make an award of any costs or expenses arising from any of its proceedings.

If you have any questions relating to this document please contact the Democratic Services Manager Mrs Caroline Llewellyn in the first instance – [carolinel@pembrokeshirecoast.org.uk](mailto:carolinel@pembrokeshirecoast.org.uk) 01646 624800

## Related Policies, Templates and Guidance

[Standing Orders](#)

## Procedure Control Sheet

### Consultation

Group	Date
<i>Standards Committee Members</i>	11/04/25

### Assessments

Assessment – If Applicable	Date
Integrated Assessment – Full	
Integrated Assessment – Policy/ Procedure Review	
Data Protection Impact Assessment	
Risk Assessment	

### Approval

Approved by	Name	Date
<i>[Head of Service or Management Team for cross Authority Procedures]</i>		

### Version History

Version	Active Date	Summary of Changes

### Review

Version	Active Date	Document Owner	Review Date Trigger

### Publication

Procedures must be co-ordinated through the Performance and Compliance Team, for compliance, auditing, and control purposes. Please send all new or reviewed procedures once approved to [mairt@pembrokeshirecoast.org.uk](mailto:mairt@pembrokeshirecoast.org.uk) for formal publication of procedure to staff.

Publication	Date
Published on Sharepoint Corporate Procedure Hub	



**Pembrokeshire Coast National Park Authority**

**Standards Committee**

**Arrangements for the Hearing**

**FORM A**

<p><b>1</b> Do you intend to provide written or oral representations?</p>	<p>Written <input type="checkbox"/> <b>Return form within 10 working days</b></p> <p>Oral <input type="checkbox"/> <b>Continue to Q2</b></p> <p>Please tick the relevant boxes</p>	
<p><b>2</b> If attending the Hearing are you going to present your own case?</p>	<p>Yes      No <input type="checkbox"/>    <input type="checkbox"/></p>	
<p><b>3</b> If you are not presenting your own case, will a representative present it for you?</p>	<p>Yes      No <input type="checkbox"/>    <input type="checkbox"/></p>	
<p><b>4</b> If employing a representative are they a practising solicitor or barrister?</p> <p>If 'Yes', please give his or her Legal qualifications.</p> <p>If 'No', please go to question 5.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Qualification:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>5</b> Please provide name and address and other contact details of your representative?</p>	<hr/> <hr/> <hr/> <hr/> <hr/>	
<p><b>6</b> Do you, your representative or any third party 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> <hr/> <hr/> <hr/> <hr/> <hr/>



**Pembrokeshire Coast National Park Authority**

**Standards Committee**

**Pre-Hearing Questionnaire**

**FORM B**

**Member's response to the evidence set out in the report of the Investigating Officer**

Please enter the number of any paragraphs where you disagree with the findings of fact in the report of the Investigating Officer and give your reasons and your suggested alternative wording

Paragraph number (from the Investigating Officer's report)	Reasons for disagreeing with the findings of fact provided in that paragraph	Suggestion as to how the paragraph should be worded



**Pembrokeshire Coast National Park Authority**

**Standards Committee**

**Pre-Hearing Questionnaire**

**Other evidence relevant to the allegation**

Relevant Paragraph Number in the Report	Provide any other information that has not been included in the Report which you feel is relevant to the allegation made about you.

Attach separate sheet(s) if necessary but please continue in the same format

**Pembrokeshire Coast National Park Authority**

**Standards Committee**

**Pre-Hearing Questionnaire**

If you intend to produce information from a Third Party to the Hearing, please provide the name and contact details of the person providing the information and append to the Questionnaire a signed statement from the person providing the information

		<b>THIRD PARTY REPRESENTATION</b>		
1	<b>Name:</b>			
	<b>Address (incl Post Code):</b>			
	<b>Tel:</b>		<b>Email:</b>	
2	<b>Name:</b>			
	<b>Address (incl Post Code):</b>			
	<b>Tel:</b>		<b>Email:</b>	
3	<b>Name:</b>			
	<b>Address (incl Post Code):</b>			
	<b>Tel:</b>		<b>Email:</b>	

**Pembrokeshire Coast National Park Authority**

**Standards Committee**

**Member Submitting Written Representations**

**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 any factors that the Standards Committee should take into account if it finds that you have failed to follow the Code of Conduct

**Please note that no such finding has been made yet**

<b>Factors for the Standards Committee to take into account when deciding whether or not to order any censure, suspension or partial suspension</b>

Please attach separate sheets if necessary