

STEVENAGE BOROUGH COUNCIL
GENERAL PURPOSES COMMITTEE

**CONSIDERATION OF APPEALS AGAINST OFFICER DECISIONS ON
REGULATORY MATTERS – PROCEDURE**

The procedure detailed below will be followed.

1. The Committee Administrator will introduce the appellant (and representative) to the Committee.
2. The appellant may then state his/her case, calling any witnesses they wish. All who speak may be cross examined by the Council Officer. Cross examination is by asking questions only and not by making statements
3. With the Chair's permission Members of the Committee may then ask questions of the appellant.
4. The relevant Council Officer will then report on the facts of the case calling any appropriate witnesses.
5. The appellant (or representative) may then cross examine the Council Officer and witnesses. Cross examination is by asking questions only and not by making statements.
6. With the Chair's permission Members of the Committee may then ask questions of the Council Officer.
7. The Council Officer is then invited to make a closing speech.
8. The appellant is then invited to make a closing speech.
9. The appellant (and representative) and the Council Officer then retire for the Committee to consider the matter and make its decision. In the event that the Committee wishes to seek clarification from one or other of the parties, all parties will be invited to return to the meeting.
10. At the conclusion of its deliberations, the Committee will EITHER invite all parties to return to the meeting to deliver its decision OR inform all parties of its decision in writing as soon as possible after the meeting.
11. The Committee Administrator and Council's Solicitor (if present) will be present throughout the meeting and may ask questions at any time to assist the Committee.

NB ALL PARTIES MAY REQUEST CLARIFICATION OF ANY POINT AT ANY TIME IN THE PROCEEDINGS