

## HISTORICAL CHRONOLOGY

Complaint dated 8 November 2009 received via email	9 November 2009
Letter sent to Complainant to acknowledge receipt & confirm date of Standards Committee Assessment Sub-Committee meeting	13 November 2009
Letter sent to Subject Member to inform of complaint & date of consideration by Standards Committee Assessment Sub-Committee	13 November 2009
Agenda for Standards Committee Assessment Sub-Committee issued	13 November 2009
Letter dated 17 November 2009 received from Subject Member' Solicitors requesting information relating to complaint:	18 November 2009
Acknowledgement of Solicitor's letter dated 17 November 2009	Message left 14:10 on answer phone 18 November 2009
Standards Committee Assessment Sub-Committee meeting approving investigation of complaint	23 November 2009
Decision Notice signed and sent to Complainant, Subject Member and her solicitor	23 November 2009
Letter dated 23 November 2009 received from Subject Member's Solicitors requesting date of complaint	24 November 2009
Email request to Investigating Solicitor of Weightmans, solicitors, to carry out investigation	25 November 2009
Acceptance email received from Weightmans	26 November 2009
Letter dated 26 November 2009 received from Subject Member's Solicitors for further clarification of decision notice	30 November 2009
Email received from Investigating Officer asking for confirmation of appointment as Investigating Officer.	1 December 2009
Letter dated 4 December received from Subject Member's Solicitor requesting reply to his letter dated 26 November 2009	7 December 2009

Letter sent to Subject Member's Solicitors acknowledging letters dated 23 and 26 November 2009	7 December 2009
Letter sent to Investigating Officer instructing her to carry out the investigation	7 December 2009
Letter dated 10 December 2009 received from Subject Member's Solicitors seeking information	11 December 2009
Letter dated 14 December 2009 sent to Subject Member's Solicitors via email and DX in response to his letters	14 December 2009
Letter dated 17 December 2009 received from Subject Member's Solicitors confirming information he required had been provided to him by Investigating Officer	21 December 2009
Letter sent to Subject Member's Solicitors re the relevant law concerning information in investigation of complaints	18 January 2010

Hearing Training for Standards Committee members and key officers	30 September 2010
Investigation report received with letter dated 3 August 2010 from Investigating Officer (previously submitted to Tribunal in July 2012)	3 August 2010
Letter dated 7 October 2010 received from Subject Member's Solicitors asking when case would be heard and for confirmation of his client's rights	11 October 2010
Letters sent to Subject Member and Complainant confirming next stage of process and giving date of Consideration Sub-Committee meeting	11 October 2010
Agenda issued to Standards Committee Consideration Sub-Committee for meeting of 19 October 2010	11 October 2010
Letter sent to Subject Member's Solicitors sending a copy of letter issued to the Subject Member on 11 October	12 October 2010
Letter dated 21 October 2010 received from Subject Member's Solicitors acknowledging letter dated 12 October 2010	22 October 2010

Notice of Decision of the Standards Committee Consideration Sub-Committee that the matter would be heard locally. Signed and sent to Complainant and Subject Member's Solicitors	25 October 2010
Hearing training for Standards Committee and key officers who missed previous session on 30 September 2010	26 October 2010
Letter dated 1 November 2010 received from Subject Member's Solicitors with reference to letter issued to Subject Member on 25 October 2010	Not date stamped
Letters sent to Subject Member and to her Solicitors re Pre Hearing Process and Proposed Timetable and providing forms A-E and guidance and to Investigating Officer	19 November 2010
Letter sent to members of the Standards Committee Hearings Sub-Committee re Pre Hearing Process and Proposed Timetable	23 November 2010
Letter dated 23 November 2010 received from Subject Member's Solicitors acknowledging letter of 19 November 2010 advising Hearing date unsuitable due to Court commitments	24 November 2010
Telephone call to Subject Member's Solicitors seeking availability for other hearing dates– message left	29 November 2010
Second telephone call to Subject Member's Solicitors seeking availability for other hearing dates– further message left	1 December 2010 at 3.50 pm
Letter dated 30 November 2010 received from Subject Member's Solicitors advising:- <ul style="list-style-type: none"> <li>• Subject Member on holiday 3-20 December 2010</li> <li>• He will no longer be representing her</li> <li>• Subject Member objected to the matter being dealt with locally</li> </ul>	2 December 2010
Letter sent to Subject Member in answer to points raised in her Solicitor's letter dated 30 November 2010 including reminder to return Forms A-E and offer to discuss process	10 December 2010

Letter sent to Subject Member's Solicitors acknowledging receipt of letter dated 30 November 2010 & enclosing copy of letter sent to the Subject Member	10 December 2010
Letter dated 13 December 2010 received from Subject Member's Solicitors acknowledging receipt of letter dated 10 December 2010	13 December 2010
Email to Monitoring Officer at Blaby District Council ("BDC") asking if they would consider conducting the hearing.	10 January 2011
Telephone discussion with Monitoring Officer of BDC considering basis for BDC conducting hearing	13 January 2011
Advice requested of Standards for England (SfE) on delegation of hearing to BDC	27 January 2011
Advice received from SfE that a joint committee would have to be established to conduct the hearing	1 February 2011
Advice from SfE forwarded to BDC	1 February 2011
Response from BDC that they would not be prepared to consider joint committee. Joint Committees had been discussed on a county basis and it was agreed that this was not something that Leicestershire would do.	February 2011
Standards Committee decision to proceed with hearing before May 2011 elections and to advise Subject Member of preferred option.	10 March 2011
Letter to Subject Member advising that hearing would be after elections, asking Subject Member to complete pre-hearing forms A to E and offering to discuss process	12 April 2011
Email sent to Subject Member attaching copy letters to her dated 10/12/10 and 12/04/11	14 April 2011
Letter to Subject Member asking for pre-hearing forms urgently, and saying if not received by 30/6/11 case would proceed.	16 June 2011
Email from Subject Member complaining that she had asked for help in completing papers but had not been contacted.	15 July 2011 : 12.06

Email to Investigating Officer asking for availability for August 2011	18 July 2011 : 11.05
Telephone to Subject Member message left offering support with completing Forms A-E	22 July 2011
Email to Subject Member Confirming support, leaving contact details and offering a meeting	25 July 2011
Email from Subject Member Thanks for offer of help but she is consulting a solicitor re conflicts of interest	28 July 2011
Email to Subject Member clarifying limitations of assistance and asking if the Subject Member had a Solicitor acting for her	29 July 2011 9:27
Email to the Subject Member reiterates offer of help and gives contact details	29 July 2011: 14:43
Email to Council solicitors advising the Subject Member wanted support and asking for contact details	29 July 2011
Email to Investigating Officer asking for availability for new hearing date of 23 September	1 August 2011
Email from Investigating Officer advising available for 23 September	2 August 2011
Email to Investigating Officer, seeking availability for back up date for hearing on 7 October and asking whether she wished to call witnesses	8 August 2011
Letter to Subject Member advising hearing date of 23 September and requesting information on Forms A-E	8 August 2011
Email from Investigating Officer advising availability for proposed hearing dates	9 August 2011
Email from Investigating Officer advising provisionally wished to call the complainant and other witnesses	9 August 2011
Email to members of the Standards Committee Hearings Sub-Committee advising 4 dates for hearing arrangements	9 August 2011

Letter to Subject Member's Solicitors with copy of 8 August 2011 letter to Subject Member	10 August 2011
Letter from Subject Member's Solicitors advising that he will inform Council if he is instructed	12 August 2011
Letter to Subject Member enclosing a further copy of Investigation report, the Council's Pre-Hearing Process and the Model Hearing Procedures for the Standards Committee. Asks for return of Forms A-E	22 August 2011
Email to members of the Standards Committee Hearings Sub-Committee, advising the documents for the 30 August meeting will be hand delivered on Friday 26 August	24 August 2011
Email exchange between Subject Member and Council relating to details of the hearing arrangements and Forms A-E	24 – 26 August 2011
Subject Member informed Council orally that forms A-E could not be returned until she had the response to an FOI request and referred to another case which she thought relevant to the complaint against her	25 August 2011
Letter to members of the Standards Committee Hearings Sub-Committee inviting for a discussion on procedures enclosing <ul style="list-style-type: none"> <li>• Draft Pre-hearing Process Summary</li> <li>• Council's Pre-Hearing Process</li> <li>• Model Hearing Procedures for the Standards Committee</li> <li>• Investigating Officer's Report</li> <li>• Investigating Officer's Evidence Bundle</li> </ul>	26 August 2011
Email exchange with Hearing Sub-Committee Member asking him to replace a deceased Member on Standards Committee Hearings Sub-Committee. The Member confirmed availability for 20 and 23 September	30 August 2011
Letter to Subject Member enclosing the updated Pre-hearing Process Summary offering help on procedure, referring to Forms A-E	31 August 2011
Letter to Investigating Officer enclosing the updated Pre-hearing Process Summary	31 August 2011

Letter to members of the Standards Committee Hearings Sub-Committee enclosing the updated Pre-hearing Process Summary	31 August 2011
Email and letter to Investigating Officer explaining latest position	1 September 2011
Email reply from Investigating Officer confirming all witnesses to be called.	1 September 2011
Letters to four witnesses asking them to attend hearing and enclosing their witness statement	1 September 2011
Letter from GP advising the Subject Member not fit to attend hearing for 8 weeks	6 September 2011
Email from Legal Officer of the Council's legal team containing Standards for England advice that the hearing be adjourned and a new date be sought and to check that the Member is happy with the reschedule.	8 September 2011
Letter to Subject Member acknowledging receipt of GP's letter and advising that the request granted and alternative date be sought after 5 November 2011	8 September 2011 (wrongly dated 11 August 2011) (see entry below)
Email exchange with new Member of the Sub-Committee on availability for a new hearing date and rearranging training for members of Standards Committee Hearings Sub-Committee	8-13 September 2011
Email to members of the Standards Committee Hearings Sub-Committee, and Investigating Officer, advising cancellation of 23 September hearing and new date to be arranged	20 September 2011
Letter from GP advising on Subject Member's health and the stress caused by the case	20 September 2011
Email to members of the Standards Committee Hearing Sub-Committee and Investigating Officer seeking availability for new dates for preparatory meetings and hearing on 17 November 2011	28 September 2011
Confirmation of availability on 17 November by members of the Standards Committee Sub-Committee	28 September - 3 October 2011
Email confirmation of availability of Complainant witness on 17 November	10 October 2011

Emails to witnesses, asking for availability on 17 November	10 October 2011
Email confirmation from Investigating Officer of her availability for 17 November	10 October 2011
Letter to Subject Member advising of new arrangements for hearing and asking for confirmation by Friday 21 October that 17 November date is acceptable	10 October 2011
Email from Subject Member relating to a second doctor's letter and copy requested by Council	12-14 October 2011
Email response from witness, advising she is available on 17 Nov	13 October 2011
Email to members of the Standards Committee Hearings Sub-Committee, and Investigating Officer, confirming hearing date on 17 November and preliminary meetings	14 October 2011
Email from Chief Executive advising that. Subject Member said second doctor's letter had been sent to Council but Subject Member had not received it and asking Council to check post.	19 October 2011
Letter to Subject Member re various matters on the hearing including documents, guidance and precedents	20 October 2011
Letter to Subject Member' Solicitors with copy of letter to Subject Member	20 October 2011
Letter to Subject Member re additional medical information and addressing adjournment	20 October 2011
Email to the Complainant and witness re timing of hearing	21 October 2011
Email response from witness, unwilling to attend because of stress	24 October
Email response from witness, unwilling to attend	27 October 2011
Email to members of Standards Committee Hearing Sub Committee, inviting to a pre hearing meeting on 8 November 2011 at 10 a.m.	27 October 2011



Emails to Standards Committee Hearings Sub-Committee, Subject Member and Investigating Officer, inviting to pre hearing process meeting on 8 November at 10 a.m.	2 November 2011
Email response from Subject Member advising that she could not attend the hearing on 17 November, referring to second doctor's letter and other matters.	2 November 2011
Letter to Subject Member referring to previous correspondence i.e. Her letter of 20 October, and Subject Member emails of 24 October and 2 November	4 November 2011
Email exchange with Investigating Officer who was unavailable for pre-hearing process on 8 November	7 November 2011
Email from Subject Member	7 November 2011
Agenda, report and appendices sent to Standards Committee Hearings Sub Committee.	9 November 2011
Letters to Subject Member and Investigating Officer enclosing agenda, report and appendices etc	9 November 2011
Response sent to Subject Members email of 7 November	10 November 2011
Email to two witnesses advising latest details for hearing	10 November 2011
Letters to Subject Member and Investigating Officer enclosing witness statement re Member/Officer Protocol	14 November 2011
Email to Subject Member re process of hearing	14 November 2011 : 15:11
Email to Subject Member regarding process of hearing	15 November 2011 : 19:38
Letter from GP saying Subject Member unfit to attend the hearing on 17 November 2011 saying she will not be fit for 2 months	16 November 2011
Email to Subject Member regarding adjournment and reference of the case to the Standards Committee	16 November 2011
Email to Subject Member regarding procedure	16 November 2011 : 17:55

Letter and email from next friend, advising that Subject Member has asked him to represent her at the hearing on 17 November 2011	17 November 2011
Standards Committee Hearings Sub-Committee adjourned following representations by Subject Member' representative	
Letter and email from next friend, advising that Subject Member has asked him to represent her at the hearing on 17 November 2011	17 November 2011
Email to Subject Member confirming adjournment	17 November 2011
Email to Subject Member	21 November 2011
Letter to Subject Member advising result of hearing and copy to next friend	24 November 2011
Letter to Investigating Officer advising result of sub-committee	24 November 2011
Email from Subject Member requesting details of witnesses to be called	24 February 2012
Email exchange with Investigating Officer seeking availability for a new hearing date	21 Feb to 7 March 2012
Email to Members Standards Committee Hearings Sub-Committee asking for availability for dates in April 2012	7 March 2012
Email exchange with Investigating Officer regarding new hearing arrangements	7 to 8 March 2012
Emails confirming availability of members of the Standards Committee Hearings Sub-Committee , for new hearing	9 - 16 March 2012
Email exchange with Investigating Officer confirming 16 April 2012 for hearing subject to Subject Member's availability	22 March 2012
Email to Subject Member proposing new hearing date of 16 April 2012	22 March 2012 : 3:36 p.m.
Email response from Subject Member advising not able to commit to a date for health reasons awaiting hospital appointment	22 March 2012 : 22:24

Subject Member advised Council that she was not available for the proposed date of 16 April 2012 for the Standards Committee Hearings Sub-Committee she had fallen and was waiting for surgery	26 March 2012 : 11:55
Email from Chairman of the Standards Committee Hearings Sub-Committee setting provisional date of 16 April 2012 for hearing	26 March 2012
Email to Members of the Standards Committee Sub Committee with provisional date of 16 April 2012	26 March 2012
Email to members of the Standards Committee Hearings Sub-Committee advising that Investigating Officer had given proposed dates and asked for their availability on these dates in May	12 April 2012
Email to members of the Standards Committee Hearings Sub-Committee reminding them to respond to 12 April email	27 April 2012
Email exchange with Investigating Officer to find a hearing date at the end of May	27 April & 3 May 2012
2 telephone messages left for Member of Hearing Sub-Committee re 12 April email	27 April - 8 May 2012 :
Email to Member asking him to advise his availability for a hearing on 28 or 29 May 2012	10 May 2012
Email exchange with Chairman regarding dates for hearing	27 April to 10 May 2012
Email to Chairman and member of the Standards Committee Hearings Sub-Committee seeking availability for a hearing date in June and advising that another member has been unwell and they may need a substitute.	18 May 2012
Confirmation of members of the Standards Committee Hearings Sub-Committee availability for hearing on 15 June.	22 May 2012
Email exchange with Investigating Officer confirming 15 June for the hearing	24 May 2012
Agenda issued for new hearing date of 15 June 2012	7 June 2012

Letters to Subject Member, Investigating Officer and members of Standards Committee Hearings Sub-Committee enclosing agenda papers for hearing	7 June 2012
Letter to replacement member of Standards Committee Hearings Sub-Committee enclosing evidence bundle for hearing	7 June 2012
Email from Solicitor to the Council to members of the Standards Committee Hearings Sub-Committee, advising Chairman has been taken ill and cannot attend the hearing.	12 June 2012
<p>Therefore a temporary appointment of an independent member from Harborough District Council, the current Chair of the Standards Committee.</p> <p>This appointment was made under the constitutional arrangements of the Council with the utilisation of urgency provisions of the Chief Executive. The new Chair wished to meet with the Panel before the hearing at 9.30 on Friday 15 June 2012</p>	
Hearing of complaint by the Standards Committee Hearings Sub-Committee.	15 June
Decision notice signed 25 June 2012	
Letter to Subject Member enclosing Decision Notice	26 June 2012
Letter to complainant enclosing Decision Notice	26 June 2012
Council notified by first Tier Tribunal of appeal by Subject Member	25 July 2012
Decision published in Melton Times on 26 July 2012	26 July 2012