

FORM A

COUNCILLOR Doreen Stephenson

Please enter the number of any paragraph where you disagree with the findings of fact in the ESO/Investigator's report, and give your reasons and your suggested alternative.

Member's response to the evidence set out in the Investigation report

Paragraph number from the Investigation report	Reasons for disagreeing with the findings of fact provided in that paragraph	Suggestion as to how the paragraph should read
Paragraphs 2 and 3	Ms. Lefort has reached her conclusion relying on evidence that is factually incorrect. Please see the attached document Appendix 1.	There has been no breach of the Code of Conduct.
Paragraph 11	Delete the final sentence; it is unnecessary and is given out of the context in which the comment was given.	
Paragraph 19	Delete all words after "grant providers" the remaining is misleading as these figures were not used to ascertain whether grant funding was available and bear no relation to the figures relevant to this project.	
Paragraph 26	Delete all words after "Marilyn Westley" in line three. The language is not factual but as much of the "factual" part of the report is taken directly from witness statement. It is not clear why Ms Lefort has done this, nor does she say she will use the words of witnesses.	Discussion ensued as to whether Councillor Doreen Stephenson had either a personal and/or a prejudicial interest in the subject of discussion. It was decided after some discussion that she would be perceived to have a personal interest in the subject as she was also a District Councillor and this was a scheme offered by the District Council.
Paragraph 27	Delete "mentioned a recent distressing poster and mail drop campaign against the Parish Council," this comment is subjective and moreover has nothing whatsoever to do with the complaint against Councillor Stephenson. Delete also the final sentence of the paragraph again this comment has nothing whatsoever to do with the complaint against Councillor Stephenson.	

- Paragraph 28 Councillor Stephenson refutes the allegation that she made this comment.
- Paragraph 31 Delete the final sentence it does not make sense grammatically.
- Paragraph 35 Delete “does not recall shouting” Insert “did not shout”
 Also, delete “However Councillor Doreen Stephenson was unable to say whether she raised issues of concern about the comments attributed to her.”
- Paragraph 46 Delete all words after “the estimates. In line four they are factually incorrect.”
 Insert Councillor Doreen Stephenson asked “if the estimates had been brought to the meeting?” Mrs. Atherton replied “no as the estimates were not on the agenda and that the fifth and final estimate had only been received the previous Sunday evening.”
 Mrs. Pryce-Roberts asked “Why had five estimates been sought? Hadn’t waiting for the last two quotations caused a delay in providing the Parish Council and now the public with an accurate figure. Why had they not been brought to the meeting? This was at the very heart of what the discussion was about, the Parish Council and public were being misled by the figures of fifteen to thirty two thousand. She then told the public she knew the figures were in the region of six to ten thousand dependant of the type of surface required. She knew this as she had asked local contractors for a figure.”
 At this comment the Clerk became very angry.
- Paragraph 49 Delete the first sentence. See attached sheet Appendix 1.
- Paragraph 50 Delete “day” replace with “say” on the first line of page 15.
 Delete the final sentence it not relevant that PC Barlow believes Councillor Doreen Stephenson “was enjoying what was going on” it is a subjective opinion and factually incorrect.
- Paragraph 53 Delete the second sentence the comment “flippantly quipped” is subjective and factually incorrect.
 Delete “accusatory tone” it is subjective and factually incorrect.
- Paragraph 59 On the basis that the accuracy of the August 7th minutes are challenged it is requested that reference to them being accurate be deleted particularly as Ms. Lefort states in paragraph 58 that it is “not clear as to exactly who spoke first”.
 Further Councillor Allchurch acknowledges that the minutes were challenged when the minutes were considered in September’s meeting see paragraph 56.

To be returned to:

Please attach separate sheets if necessary.

Jacky Denning, Member Services, 52 Derby Street, Ormskirk L39 2DF

FORM B COUNCILLOR Doreen Stephenson

Please set out below, using the numbered paragraphs, any other evidence you feel is relevant to the allegation made about you.

Other evidence relevant to the complaint

Paragraph number	Details of the evidence
Paragraphs 2 and 3	Witness statement – Mrs. Alison Blundell (1) - attached Witness statement – Mr. David Galt (2) - attached Witness statement – Mr. Gerry Riley (3) - attached Witness statement – Mrs. Joan Riley (4) – not received Witness statement – Mr. John Wright (5) - attached Witness statement – Mr. Steve Hayes (6) – to follow Witness statement - Mr. Kerry Tomlinson (7) – not received Witness statement – Mrs. Pearl Hayes (8) – not received Witness statement – Councillor R. Brookfield (9) – attached Witness statement – Councillor J. Stephenson (10) – attached
Paragraph 27	A copy of the poster / mail drop referred to. (11) - attached

Please attach separate sheets if necessary.

To be returned to:
Jacky Denning, Member Services, 52 Derby Street, Ormskirk L39 2DF

It is my intention to deliver hard copies of these documents to Member Services within the next few days.

FORM C **COUNCILLOR**

Representations to be taken into account if a member is found to have failed to follow the Code of Conduct

Please set out below, using the numbered paragraphs, any factors that the Hearing Sub-Committee should take into account if it finds that a member has failed to follow the Code of Conduct.
Please note that no such finding has been made yet.

Paragraph number	Factors for the Sub-Committee to take into account when deciding whether to sanction any censure, restriction of resources or allowances, suspension or partial suspension
1	Deliberately left blank
2	
3	
4	
5	

Please attach separate sheets if necessary.

To be returned to:
Jacky Denning, Member Services, 52 Derby Street, Ormskirk L39 2DF

FORM D

Arrangements for the sub-committee hearing

Please tick the relevant boxes and return to Member Services, 52 Derby Street, Ormskirk.

1	Are you planning to attend the sub-committee hearing on the proposed date in the accompanying letter? If 'No', please explain why.	Yes X No <input type="checkbox"/>	Reason:
2	Are you going to present your own case?	Yes <input type="checkbox"/> No X	
3	If you are not presenting your own case, will a representative present it for you? If 'Yes', please state the name of your representative.	Yes X No <input type="checkbox"/>	Name: Nicola Pryce-Roberts
4	Is your representative a practising solicitor or barrister? If 'Yes', please give their legal qualifications. Then go to Question 6. If 'No' please go to Question 5.	Yes <input type="checkbox"/> No X	Qualifications: Not a practising however LL.B (Hons) Legal Practice Certificate

<p>5</p>	<p>Does your representative have any connection with your case?</p> <p>If 'Yes', please give details.</p>	<p>Yes X</p> <p>No <input type="checkbox"/></p>	<p>Details: She has given a witness statement.</p>
<p>6</p>	<p>Are you going to call any witnesses?</p> <p>If 'Yes', please fill in Form E.</p>	<p>Yes X</p> <p>No <input type="checkbox"/></p>	
<p>7</p>	<p>Do you, your representative or your witnesses 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 X</p>	<p>Details:</p>
<p>8</p>	<p>Do you, your representative or witnesses have any special needs?</p> <p>For example, is an interpreter needed?</p> <p>If 'Yes' please give details</p>	<p>Yes <input type="checkbox"/></p> <p>No X</p>	<p>Details:</p>
<p>9</p>	<p>Do you want any part of the hearing to be held in private?</p> <p>If 'Yes', please give reasons.</p>	<p>Yes X</p> <p>No <input type="checkbox"/></p>	<p>Reasons: I wish to refute the statement given by PC Barlow and Ms Lefort's reliance on this statement. In order to prevent any embarrassment to PC Barlow or Ms Lefort it would be preferable if this could be done in private.</p>
<p>10</p>	<p>Do you want any part of the relevant documents to be withheld from public inspection?</p> <p>If 'Yes', please give reasons.</p>	<p>Yes X</p> <p>No <input type="checkbox"/></p>	<p>Reasons: As above the document Appendix 1 which refutes PC Barlow's statement.</p>

FORM E

Details of proposed witnesses to be called

Name of witness or witnesses	<p> Mrs. Alison Blundell Mr. David Galt Mr. Gerry Riley Mrs. Joan Riley Mr. John Wright Mr. Steve Hayes Mr. Kerry Tomlinson Mrs. Pearl Hayes Councillor R. Brookfield Councillor J. Stephenson Mr. Barry Critchley Mrs. Nicola Pryce-Roberts </p> <p> I have assumed that Mrs Atherton, PC Barlow and Councillors Marilyn Westley and Maureen Allchurch will be available to question. Please advise if they will not be. </p>
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Witness - all witnesses

a	<p> Will the witness give evidence about the allegation? </p> <p> If 'Yes', please provide an outline of the evidence the witness will give. </p>	<p> Yes <input checked="" type="checkbox"/> </p> <p> No <input type="checkbox"/> </p>	<p> Outline of evidence: That the allegation is unfounded, and factually incorrect. </p>
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b	<p>Will the witness give evidence about what action the standards committee should take if it finds that the Code of Conduct has not been followed?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No X</p>	<p>Outline of evidence:</p>
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Witness 2

a	<p>Will the witness give evidence about the allegation?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Outline of evidence:</p>
b	<p>Will the witness give evidence about what action the standards committee should take if it finds that the Code of Conduct has not been followed?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Outline of evidence:</p>

Witness 3

a	<p>Will the witness give evidence about the allegation?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Outline of evidence:</p>
b	<p>Will the witness give evidence about what action the standards committee should take if it finds that the Code of Conduct has not been followed?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Outline of evidence:</p>

(Please return to Jacky Denning, Member Services, 52 Derby Street, Ormskirk, West Lancashire L39 2DF)