BURY METROPOLITAN BOROUGH COUNCIL

FLOW CHART FOR LOCAL ADJUDICATION PROCEDURE

Day 1	Receipt of ESO's report by MO
	Within 5 working days (para 5)
End of Week 1	Action: Send copy of ESO's report to Member etc and ask Member for response and info
	<i>Within 15 working days (para 6) Guidance: "within a set time" p5</i>
End of Week 4	Member provides response and info
	Action: Invite ESO to comment on Member's response
	Within 15 working days (para 8) Guidance: "within a set time" pg 6
End of Week 7	ESO's comments received
	Action: Chair of Hearing Panel to decide on facts that are agreed and those in dispute and write up hearing summary; and decide on witnesses - time taken (?not specified in procedure)
	Action: Provide notice of hearing date and send hearing bundle
	Minimum 2 wks notice (para 12) Guidance: "minimum 2 weeks" pg 6
End of Week 9	Date of Hearing (earliest date of Hearing: 2 weeks after Member is sent copy of ESO report – Reg 6(2)(c)
	3 weeks for adjournments etc
End of Week 12	Hearing must be completed within 3 months of receipt of ESO's report –Reg 6(2)(b)