



## Burton upon Stather Parish Council

### Disciplinary Hearing Procedure

#### Hearing process – Disciplinary Procedure

Conduct of the Meeting. The meeting shall be conducted by the Chair of the Personnel Committee previously elected by members of Personnel Committee. The Chair will:

- Explain that the hearing is being convened under the Council's procedure
  - Outline the reasons for the hearing (i.e. the concerns that have been made)
  - Introduce all parties concerned
  - Explain the process to be followed
- 1.1 The Chair will set out the reasons and evidence for the disciplinary referring to any documentary evidence or witness statements as relevant
  - 1.2 The employee or their representative may state their case.
  - 1.3 At completion of this presentation, members of the committee may ask questions
  - 1.4 The Chair will invite the employee or their representative if they have any final points to make
  - 1.5 The Chair will invite the members of the committee if they have any further questions
  - 1.6 The employee and their representative will be asked to leave the room so that a decision may be reached.
  - 1.7 The decision will be made as quickly as possible and notified to the person under disciplinary along with the reasons for the conclusions that have been drawn. If upheld, the employee will be advised of her/his right to appeal and that the decision will be confirmed in writing. The committee will give a verbal decision on the day of the disciplinary meeting and written confirmation no later than three days.