

PROCEDURE FOR DISCIPLINARY/CAPABILITY APPEALS

1. The procedure and sequence of events will be explained by the Chair.
2. The Head of Service or his/her representative shall put the case for the Council and may call witnesses.
3. The appellant or the appellant's representative shall have the opportunity to ask questions of the Head of Service or his/her representative and witnesses.
4. The panel shall have the opportunity to ask questions.
5. The appellant or the appellant's representative shall put forward the case and call such witnesses as the appellant wishes.
6. The Head of Service or his/her representative shall have the opportunity to ask questions of the appellant or the appellants representative and witnesses.
7. The panel shall have the opportunity to ask questions.
8. The Head of Service or his/her representative shall have the opportunity to sum up the case.
9. The appellant or his/her representative shall have the opportunity to sum up the case.
10. All parties other than the panel shall leave the meeting and are not required to wait. The decision of the panel **will not** be given on the day.
11. The Panel shall consider the case and decide in the presence of the Clerk (Legal Services) and a representative from Human Resources whether the appeal is upheld or not and then confirm, reduce or delete the formal action taken.
12. The decision of the panel will be confirmed in writing to both parties by Legal Services within 5 working days of the meeting.
13. Decisions of the panel are final.