

## PROCEDURE FOR DISCIPLINARY/CAPABILITY APPEALS

1. Management will put the case for the Council and may call witnesses.
  - You (the appellant or your representative) can ask questions of all.
  - The panel can ask questions.
2. You or your representative will put forward your case and may call witnesses.
  - Management will have the opportunity to ask questions of you and witnesses.
  - The panel can ask questions.

Management will sum up the case.

You (the appellant) or your representative will sum up your case

3. All parties other than the panel shall leave the meeting
  - You do not need to wait
  - The decision of the panel **will not** be given on the day.
4. The Panel will consider the case and decide:
  - whether the appeal is upheld or not and then confirm, reduce or delete the formal action taken.
5. The decision of the panel will be confirmed in writing to both parties by Legal Services within 5 working days of the meeting.

Decisions of the panel are final.