

Guidance Document 4

Order of Proceedings – Disciplinary Hearing

1. Introductions as appropriate
2. The Chair will explain the allegation
3. The Investigating Officer will present the findings of their report and explain the evidence supporting the allegations to the Hearing Officer(s)
4. Hearing Officer(s) shall have the opportunity to ask questions of the Investigating Officer about their investigation and / or report.
5. The Member of Staff Under Investigation (or their chosen companion) shall have the opportunity to ask questions of the Investigating Officer and raise points about information provided by them
6. The Member of Staff will then set out their case
7. The Hearing Officer (s) shall have the opportunity to ask questions of the Member of Staff
8. The Investigating Officer shall have the opportunity to ask questions of the Member of Staff and raise points about information provided by them following the investigation.
9. The Hearing Officer(s) shall have the opportunity to ask any final questions of the Member of Staff Under Investigation and the Investigating Officer
10. Any Witnesses will be invited to attend (Investigating Officer's would be called first and then the Member of Staff Under Investigation)
11. The Investigating Officer shall have the opportunity to sum up their findings from the investigation
12. The Member of Staff Under Investigation (or their chosen companion) shall have the opportunity to sum up their case
13. The Chair shall sum up
14. If considered necessary by the Hearing Officer(s), the meeting shall be adjourned to allow further investigation into the matters raised
15. If further evidence or witnesses are sought, and the Hearing Officer(s) relies on this evidence to form a decision, they will reconvene the hearing to allow consideration of the evidence by both parties
16. The Hearing should end with the Chair asking the Member of Staff Under

Investigation if they have anything further to say

17. The Chair should advise the Member of Staff Under Investigation when they might reasonably expect a response within the timescales of this procedure (usually three working days)

CONSIDERATIONS

If new information emerges during the hearing, it may be necessary to adjourn, pending further investigation. Staff will have the opportunity to respond separately to any additional allegations.