



DISCIPLINARY PROCEDURE

PROCEDURE FOR HEARING DISMISSAL APPEALS BY COUNCIL

- 1 The Full Council shall hear appeals against dismissal.
- 2 Upon receipt by the Chairman of an appeal against dismissal, the Finance & General Purposes Committee shall meet to determine the most appropriate person to represent the Council at the Hearing.
- 3 The Appellant and their representative (if any) should be given notice at least 5 working days in advance of the time and place of the hearing. They should present their case in writing or have it put by their representative, or present it jointly with their representative, and should be enabled to call witnesses and produce documents relevant to the case. In order to make suitable arrangements, the parties appearing at the hearing should inform the Chairman of the names of witnesses intended to be called. Witnesses will remain in attendance at the hearing only if expressly required to do so by the Council. The Council may resolve to extend or adjourn the hearing.
- 4 The Council or their Representative will put their case and call such witnesses as they wish in the presence of the Appellant.
- 5 The Appellant will put their case and call such witnesses as they wish in the presence of the Council or their Representative.
- 6 The Council and, if appropriate, their representative will then have the opportunity to ask questions of the Appellant and any witnesses whom they may have called.
- 7 Council Members will have the opportunity to ask questions in general.
- 8 The Council or their Representative and then the Appellant will have the opportunity to sum up their respective cases if they so wish.
- 9 The Council's Representative and the Appellant and any witnesses will withdraw.
- 10 The Council will deliberate in private (with the Town Clerk – if appropriate - and/or any other advisers), recalling the Appellant and the Council's Representative only to clear up points of uncertainty on evidence given already. If recall is necessary both parties are to return even if one only is concerned with the point giving rise to doubt.
- 11 The Council will announce its decision to the Appellant orally at the end of the Hearing, or adjournment thereof.