Newport Parish Council - Disciplinary and Grievance Hearing Procedure

Appendix 1

1. The Hearing Process

1.1 Conduct of the Meeting. The committee for the hearing would be agreed at the full Council meeting. The meeting shall be opened by the Chair who 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

1.2 Any investigating officer will present the case against the employee, referring to any documentary evidence or witness statements obtained during the investigation or the case will be presented by the Chairman of the Committee.

1.3 At the completion of any presentation, both the employee and members of the Committee may ask questions.

1.4 The employee (or the person accompanying them) will then have an opportunity to respond to the case as presented by any investigating officer or the Chairman, referring to any documentary evidence or witness statements obtained in their defence.

1.5 At the completion of this statement questions may be asked by Chairman and members of the committee.

1.6 When both sides have been heard the Chairman and the employee (or the person accompanying them) to summarise the main points of their respective cases. No new information may be introduced at this time.

1.7 The employee (and the person accompanying them) will be asked to leave the room so that a decision may be reached.

1.8 When a decision has been made, the meeting will be reconvened. The decision will be notified along with the reasons for the conclusions that have been drawn. The employee will be advised of her/his right to appeal and that the decision will be confirmed in writing.

2. Witnesses and Witness Statements

2.1 Where written statements are taken as part of evidence, such statements shall be taken as evidence at the hearing only if the witness is available to be called to enable the employee and members of the committee to ask questions. If, however all parties are prepared to accept the statements without the witness being present, it is permissible for witnesses to be present in a separate room from the hearing and to be asked questions through an intermediary.

2.2 If any witnesses are requested to attend the hearing, they may be asked questions by the employee that called them, before being open to questions from the Committee and the other parties involved.

This Procedure was reviewed and adopted by the Newport Parish Council at its Meeting held on 9th November 2021 (Minute ref 2021 11 11). The following text was included in point 1.1 as agreed "The committee for the hearing would be agreed at the full Council meeting".

Reviewed by the Newport Parish Council 08.11.22 – No updates required Minute Ref 2022 11 09

Reviewed by the Newport Parish Council 14.11.23 – No updates required Minute Ref 2023 11 09

Reviewed by the Newport Parish Council 12.11.24 – No updates required Minute Ref 2024 11 09

Reviewed by the Newport Parish Council 11.11.25 – No updates required. Minute Ref 2025 11 08

Reviewed by the Newport Parish Council 10.11.26 – No updates required. Minute Ref 2026 11 08