

### Procedure for Hearing/Appeals

1. Monitoring Officer presents the case including any relevant witnesses.
2. Questions from staff member and/or staff members representative.
3. Questions from the Panel.
4. Staff member (or representative) presents their case including any relevant witnesses.
5. Questions from the Monitoring Officer.
6. Questions from the Panel.
7. Monitoring Officer sums up.
8. Staff member (or representative) sums up.
9. Both parties withdraw.
10. Panel decision.
11. All parties reconvene. Decision given.
12. Decision confirmed in writing by Clerk to Local Governing Body within 3 working days – including notice of right to lodge an appeal within 5 working days of receipt of the written notification of the decision. (An appeal in respect of a decision to dismiss should be submitted within 10 working days, along with the grounds for said appeal, as set out in 9.1 of the Capability Policy)