

Top ten tips about who does what at a disciplinary hearing

1. Hearings are chaired by a manager in the Leadership Job Family (Grade 15 and above). The hearing officer is sometimes known as the disciplining officer.
2. A representative from HR will attend the hearing to support the hearing officer and to give HR advice at any point needed throughout the meeting.
3. The person who has done the investigation presents their case. They are known as the investigating officer or presenting officer. Witnesses may be called. Questions to him/her are taken at the end of their presentation from the employee and/or their representative and then the Chair and HR advisor.
4. The employee then presents their case and calls any witnesses. Again questions are taken at the end from the investigating officer and then the Chair and HR advisor.
5. First the investigating officer and then the employee sum up their cases.
6. The employee, union representative and the investigating officer then leave the hearing room, so that the Hearing Officer can deliberate on the case and comes to a conclusion.
7. The employee, union representative and investigating officer return to the hearing room to hear the outcome. If the Hearing Officer has not reached a conclusion in a reasonable time, the decision may be deferred and the hearing reconvened.
8. The decision is confirmed in writing to the employee.
9. The possible outcomes of a hearing are:-
 - Case unproven
 - Case proven – written warning
 - Case proven – final written warning
 - Case proven – dismissal
10. The employee can appeal against any decision made. Appeals are heard at a higher level, with the hearing officer from the first hearing acting as presenting officer at the next level.