



### Procedure for Meeting – Final appeal with regard to grievances

1. Chairperson to introduce all those present.
2. Chairperson to explain purpose of the hearing, how it will be conducted and what powers the Joint staff Committee has.
3. The employee will outline the allegations and evidence in support of the grievance including calling witnesses and producing documentation relevant to the case.
4. The Executive Head who dealt with the grievance at Stage Two will question the employee and any witnesses on points arising.
5. Committee Members to ask any questions of the employee (or companion).
6. The Executive Head who dealt with the grievance at Stage Two will then be invited to respond to the allegations.
7. The employee or companion may question the Executive Head.
8. Committee Members to ask any questions of the Executive Head.
9. The Executive Head who dealt with the grievance at Stage Two will be given an opportunity to sum up in response to the allegations and to outline any other factors to be taken into account. (No new evidence will be allowed at the summing up stage of the hearing without the Joint Staff Committee's approval).
10. The employee or companion will then summarise the main points raised. (No new evidence will be allowed at the summing up stage of the hearing without the Joint Staff Committee's approval).
11. Officers and employee to be asked to leave room while Committee Members, with legal advisor, come to a decision. (If a point of clarification is necessary, both parties to be invited back).
12. Officers and employee to be asked to return to hear decision, or be advised when decision will be made.
13. Decision confirmed in writing within five working days.

Rules of natural justice apply.