

How To - Arrange Formal Meetings and Hearings

Formal meetings are those for which an employee is entitled to 5 working days' notice and has the right to be accompanied by a trade union representative or work colleague.

A Senior HR Officer must attend all Hearings where dismissal is likely to be the outcome.

Contact the HR Advice Team for more advice on HR@pkc.gov.uk or 475555 (option 5), if required.

Key activities for managers to undertake are:

- v' Arrange a meeting time/date and location, allowing for a minimum of 5 working days' notice, unless an earlier date is mutually agreed.
- v' Arrange a suitable location (a work or neutral environment with no interruptions). Where appropriate (e.g. for disciplinary hearings), ensure that an additional room is available for any witnesses that are being called to the Hearing.
- v' Confirm the meeting arrangements in a letter. This can be sent by email to the employee.
- v' Note that if an employee is unable to attend a scheduled meeting/Hearing, the chair of the meeting/Hearing must be informed in advance.
- v' If an employee is unable to attend the scheduled meeting/Hearing, or a representative/work colleague is unavailable, inform the employee they must agree an alternative date and take all reasonable steps to ensure the Hearing can proceed without unreasonable delay. An alternative date can be agreed, by mutual consent, normally within 5 working days of the original proposed date.
- v' If an employee cannot attend a formal meeting or Hearing for medical reasons, this must be supported by medical evidence, if necessary from the Council Occupational Health Service (OH). In these circumstances refer the employee to the OH and ask for verbal confirmation by the OH advisor of fitness to attend (or timescale for becoming fit). If the OH advice is that the individual cannot attend, a reasonable period of time must be allocated before consideration is given to holding the meeting/Hearing without the presence of the employee.
- v' If necessary, inform the employee (include in the letter) that if they fail to attend a hearing without reasonable explanation or fail to attend a re-scheduled Hearing, this will result in the Hearing proceeding in their absence.
- v' Upload copies of all paperwork to the employee record on [MyView](#) as per the MyView Guidance.