



Procedure for Meeting – Final appeal in regard to the refusal of an application for Flexible Retirement

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 Senior Staff Committee has.
3. The employee will outline the allegations and evidence in support of the application for Flexible Retirement including calling witnesses and producing documentation relevant to the case.
4. The Chief Executive (who refused the application) will question the employee and any witnesses on points arising.
5. Committee Members to ask any questions of the employee (or companion).
6. The Chief Executive will then be invited to respond to the allegations.
7. The employee or companion may question the Chief Executive.
8. Committee Members to ask any questions of the Chief Executive.
9. The Chief Executive (who refused the application) 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 Senior 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 Senior 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.