

**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY**  
**PERSONNEL COMMITTEE HEARINGS**

The Committee hears appeals brought to Member level through formal processes.

Order of Proceedings

(where Employee's Side has requested the meeting)

1. The Employee's Side presents its case to the Committee.
2. The Management Side is given the opportunity to ask questions relating to the Employee's case.
3. Committee members may ask questions pertaining to the Employee's Side case.
4. The Management Side presents its case to the Committee.
5. The Employee's Side is given the opportunity to ask questions relating to the Management case.
6. Committee members may ask questions pertaining to the Management case.
7. The Employee's Side is given the opportunity to summarise their case.
8. The Management Side is given the opportunity to summarise their case.
9. If relevant information is not readily available to the Committee the Chair may adjourn the hearing and reconvene at a later time or date to allow the information to be presented.
10. At the end of the presentation stage, the Chair will decide (i) whether the meeting will be adjourned and reconvene to hear the decision of the Committee or (ii) a decision will be issued to all parties, in writing, within an agreed timescale.
11. If, at any point in their consideration, the Committee members need to ask further questions of either party then all parties will be recalled to the meeting.
12. The decision of the Appeals Hearing is final.