****

**How to prepare for a disciplinary hearing**

Prior to the hearing, the Chair of the meeting should first of all ensure that the member of staff has been notified of the hearing and their right to be accompanied, as well as provided with copies of the relevant evidence. They should ensure that a suitable, private and confidential room is available, along with a competent note taker.

In advance of the meeting they should also:

* Read all of the information gathered during the investigation stage, including notes, witness statements and the investigation summary. In particular, review the account of the circumstances provided by the member of staff.
* Ensure any witnesses that need to attend are available.
* Prepare relevant questions to put to the member of staff as well as points to cover during the meeting. HR can provide advice and support if required.
* Review any relevant University policies, taking advice from HR where appropriate. Hearing managers should familiarise themselves in particular with the requirements of the Disciplinary Policy and Procedure, including any sanctions that may be applied.
* Check if the member of staff currently has any live disciplinary warnings for similar matters that may need to be taken into account.
* Check how the University has dealt with similar cases in previous circumstances.
* Understand the impact or severity of the allegations against the member of staff.

In advance of the meeting, the Chair should also check if the member of staff requires any reasonable adjustments in order for them to fully participate in the proceedings.