

Procedure Number:	03
Version:	2024.1
Release Date:	02/09/2024

## **DISCIPLINARY PROCEDURE**

### **1. Introduction**

Section 04.4.6 of the Durham & Northumberland Archery Association (DNAA) Constitution provides for disciplinary action by the Executive Committee (Council) against members of the association. The provisions in the Constitution and Rules require that a member subject to disciplinary action be provided with an opportunity for a fair hearing and appeal.

This document accordingly sets out the procedure for acting on complaints prior to Council decision under Section 04.4.6 of the Durham & Northumberland Archery Association.

### **2. Procedure Scope**

This procedure applies to complaints and allegations made about

- The conduct of DNAA Officers and Officials acting as representative of the County.
- Members of the County, including Individual members and Affiliated Clubs.

This procedure does not apply to:-

- Matters which have already been the subject of an Appeal to a County organisation except where the complaint is against the conduct of such an appeal (see Note below).
- Matters raised under the Archery GB (AGB) Safeguarding policies, which must be referred through the appropriate Safeguarding Officers to AGB.
- Complaints against Judges, which fall within the scope of the Disciplinary Code operated by the Judges Working Group and which must be referred in writing to the Judges Liaison Officer or the Chair of the Judges Working Group.
- Complaints of misconduct that arise outside the auspices of the County except where they involve an Officer or Official of the County.
- Complaints of criminal or other behaviour that requires notification to the police or to relevant regulatory authorities, in which case the matter must be referred to the relevant authorities and any County action will depend on the outcome of that referral.

Note: Complaints raised against a Club, or a member of a club, must have first exhausted the Club's procedures for complaints. Complaints against the conduct of a Club investigation or appeal will be considered as complaints against the Club organisation. The original complaint and named respondent will not normally be considered except where relevant to the investigation of the Club procedure.

### **3. Definitions**

The Association/DNAA - Durham & Northumberland Archery Association

Council – The Executive Committee

Chair of Council/Chairperson/Chair - The County Chairperson

Complainant - The person or organisation making a complaint

Respondent - The member of the County or Club about whom the complaint is made

Appellant - The person making an appeal against the outcome

Supporter - a person accompanying the complainant or respondent to a hearing

Summary Action - motion to promptly resolve the complaint where the essential facts are not disputed

### **4. Responsibilities**

#### **4.01 Notification**

Complaints should be made in writing to the County Chairperson (Chair of Council) unless the complaint is about the Chairperson, in which case the complaint should be made to the County Secretary. Complaints received by other officers and officials should be referred to the Chair of Council for action. The Chair of Council will acknowledge receipt of the complaint and will notify the individual or organisation against whom the complaint is made (“the respondent”) of the nature of the complaint and of any immediate action taken. Acknowledgement and notification of the complaint should normally be sent within seven days of receipt of the complaint by the Chair of Council.

To ensure accountability the Chair of Council will inform the County Secretary of the complaint, unless the complaint is about the County Secretary, in which case the Chair will inform another Executive Officer. The Chair of Council will provide the Secretary or Executive Officer with a copy of page 1 of the complaint form.

Action on a complaint, including any investigation, should be completed as soon as possible and the complainant & respondent shall be notified of progress at each stage.

#### **4.02 Preliminary assessment**

On receipt of a complaint the Chair of Council in consultation with the Secretary and, if appropriate, the Child Protection Officer, will determine whether the complaint falls within the scope at section 2 of the present procedure. If so, the Chair of Council will further decide whether the complaint:-

- a) is such as to permit summary action by the Council;
- b) requires investigation potentially leading to a recommendation for disciplinary action by Council;
- c) merits immediate referral to NCAS/AGB.

In assessing complaints the Chair shall have regard to:

- i) The AGB Code of Conduct and the Lower Lever Concerns Policy

- ii) The AGB Disciplinary Policies and in particular to the provisions of the AGB Disciplinary Policy relating to Misconduct and to Serious Offences
- ii) The examples set out in the Annex to this Procedure.

Matters that fall outside the scope of the present procedure shall either be directed to appropriate authorities (including the Judges Working Group or Coaching Committees) or, where no such action is deemed necessary, shall be addressed by summary action (section 4.3).

#### **4.03 Summary action**

Where the essential facts of the complaint are not disputed, summary action to resolve the complaint may be appropriate with regard to 3.5 of the AGB Lower Level Concerns Policy.

*‘Where it is agreed that the lower-level concern has occurred, outcomes may include words of advice, a verbal or written apology. An offer of training, coaching, or mentoring may be appropriate to help the person to address any behavioural/conduct issues. The outcome will be reviewed within an agreed timeframe to confirm that the agreed actions were carried out and no further concerns have arisen.*

Where the complaint permits summary action by the Council, the action taken is at the discretion of the Council subject to notification of the nature of the complaint and the action taken at an Executive Committee Meeting of not less than 4 Executive Officers.

#### **4.04 Referral to NCAS**

Where the complaint is such as to merit immediate referral to NCAS the Secretary will do so and inform the complainant of the referral.

#### **4.05 Investigation Panel**

On receipt of an allegation which is deemed to require further investigation within the County (4.2b above), the Chair of Council will convene an Investigation Panel, with regard to Appendix A, of three individuals who will normally include at least one member of the Executive.

No member of the Investigation Panel may have a conflict of interest in the case. If a conflict of interest prevents the Chair from acting, another member of the Executive will act as convenor for the Investigation Panel. Should this not be practical the Investigation Panel can be co-opted to a third party chosen by the Council.

The respondent and complainant shall be notified in writing of the composition of the Investigation Panel and shall have up to seven calendar days to object to the composition of the panel, giving reasons for the objection. Where a reasonable objection is received the panel shall be reconstituted with no further right of objection at the discretion of the Chair of Council or, if the objection concerns the convenor, as directed by the Secretary.

The Investigation Panel may convene by correspondence or in person.

#### **4.06 Disciplinary Panel**

If the Investigation Panel concludes that the complaint is upheld, the Chair of Council will convene a Disciplinary Panel, with regard to Appendix A, of three individuals who will normally include at least one member of the Executive.

No member of the Disciplinary Panel may have a conflict of interest in the case. If a conflict of interest prevents the Chair from acting, another member of the Executive will act as convenor for the Disciplinary Panel. Should this not be practical the Disciplinary Panel can be co-opted to a third party chosen by the Council.

It is further recommended that members of the Disciplinary Panel have no significant prior knowledge of the case beyond the complaint itself; in particular, officers who have been included in prior correspondence or discussion of the particular case should not normally participate as members of the Disciplinary Panel.

The respondent and complainant shall be notified in writing of the composition of the Disciplinary Panel and shall have up to seven calendar days to object to the composition of the panel, giving reasons for the objection. Where a reasonable objection is received the panel shall be reconstituted with no further right of objection at the discretion of the Chair of Council or, if the objection concerns the convenor, as directed by the Secretary.

The Disciplinary Panel may convene by correspondence or in person.

#### **4.07 Suspension from office pending review**

The Executive Committee may suspend a respondent from their county post pending investigation when, in the opinion of the Executive, the nature of the complaint makes it inappropriate for the respondent to continue in post during the review. Such suspension is without prejudice to the Respondent and shall not be a matter of permanent record unless upheld by subsequent Panel consideration.

The Executive Committee, in consultation with AGB, may suspend a respondent from membership pending investigation when, in the opinion of the Executive, the nature of the complaint makes it inappropriate for the respondent to attend archery activities during the review. Such suspension is without prejudice to the Respondent and shall not be a matter of permanent record unless upheld by subsequent Panel consideration.

#### **4.08 Collection of evidence**

Where the Executive consider that there is a case that cannot be addressed by summary action:

- The Complainant will be asked to put their case in full in writing, and may name supporting witnesses who will also be asked by the Investigation Panel to provide a statement in writing. The Complainant may include any additional evidence they consider relevant.
- The respondent will be provided with a copy of the complaint which will be extracted from the complaint form. They will not be provided with a copy of the complaint form in full, and the personal details of all parties will be protected.

#### **4.09 Formal Hearing**

The Investigation Panel shall offer the Respondent the opportunity to attend a hearing in person at which the complainant may be present. The panel shall provide the respondent with at least fourteen days' notice of such a hearing, unless the respondent requests an earlier date, and shall permit the respondent to be accompanied or represented by a supporter. Where the respondent feels unable to present their case, the supporter may do so on their behalf, but the respondent must answer questions asked about the case.

Where the respondent declines the opportunity to attend a hearing in person, the respondent may provide a written response for the consideration of the panel. The panel may then convene by correspondence.

The respondent may provide any additional evidence they consider relevant and may also name supporting witnesses who shall be requested, by the panel, to provide a written statement and may be invited to attend a hearing in person.

The panel may seek additional evidence as required, and may at its sole discretion request verbal or written evidence from any individual named in connection with the case or with knowledge that the Panel may consider pertinent to the case.

#### **4.10 Investigation Panel consideration**

The Investigation Panel will, by correspondence or meeting in person as appropriate, consider the evidence presented.

The Panel will prepare a summary of their deliberations, together with conclusions, using Appendix B Investigation Considerations.

Conclusions must be agreed unanimously within the Panel. Where the Panel cannot agree, the Panel will normally conclude that there is insufficient evidence to support the complaint.

Where the panel finds that a member has been guilty of misconduct or of any violation of the Rules of the Association, the panel shall recommend disciplinary action be taken.

The decision of the Panel will be notified to the Chair of Council who will then notify the complainant and the respondent in writing.

#### **4.11 Disciplinary Action**

If the Investigation Panel concludes that the complaint is upheld, the Chair of Council will convene a Disciplinary Panel, with regard to Appendix A, of three individuals who will normally include at least one member of the Executive.

The Panel shall consider the Investigation report and recommend disciplinary action to Council for ratification, including but not limited to

- removal of an officer or official from office;
- withdrawal of County Membership for a specified time (suspension), or indefinitely;
- withdrawal of any other privilege of membership for a specified time, or indefinitely;
- measures to address conduct such as training, mentorship or supervision.

The panel may additionally recommend summary action by the Executive where disciplinary action is not deemed necessary by the panel.

The Panel will prepare a summary of their deliberations, together with conclusions, using Appendix C Disciplinary Considerations.

Sanctions recommended by the panel shall be effective immediately upon notification by the panel.

#### **4.12 Records**

On completion of a panel consideration, a copy of the complaint and of the panel's report shall be provided to the Chair of Council in either hard copy or electronic form and this shall be the sole record of the panel.

In order to provide for appeal panel review, on completion of the panel's consideration of a case the Chair of Council will retain in confidence a sealed copy of any documentary evidence received, any correspondence received by or sent from the panel, the original complaint, and the panel report. A "sealed copy" is a closed file that cannot be opened without showing evidence of opening, for example a sealed envelope with signature across closures or an electronic file with restricted access held in the account of the Chair of Council or Secretary. The sealed copy should be identified solely as records pertinent to the case against the respondent.

All copies remaining on any other electronic device within the control of the panel, including email accounts, electronic documents, shall be deleted permanently. 'Permanently' means that any copies remaining in 'deleted' folders or other file recovery systems (for example the Windows 'recycle bin') must also be deleted.

In the event of an appeal, the sealed copy shall be conveyed intact to the appeal panel chair.

The sealed copy shall not be retained beyond the time set for appeal.

Following the close of the case, all records will be sent to Archery GB and the Chair of Council will hold only redacted copies.

## **5. Appeal**

### **5.01 Notification**

Where the Disciplinary Panel recommends disciplinary action under Section 04.4.6 of the Durham & Northumberland Archery Association Constitution, the Respondent may appeal against a Disciplinary Panel decision. Such an appeal must be made in writing within fourteen days of the date of notification of the panel's decision, stating the grounds for appeal. Appeals should be made to the Chair of Council in the first instance.

### **5.02 Grounds for appeal**

Appeals are permitted on the following grounds:

- The Disciplinary Panel failed to consider evidence presented which was material to the case.
- One or more members of the Disciplinary Panel had an undeclared conflict of interest in the case.
- Additional evidence has become available that was unknown to the Disciplinary panel.

Appeals on other grounds may be considered at the sole discretion of the Chair of Council in consultation with the County Secretary. Appeals based solely on an objection to the conclusions of the Disciplinary panel or on disagreement with evidence submitted in defence will not be considered.

### **5.03 Appeal procedure**

On receipt of an appeal, the Chair of Council shall convene an Appeal Panel, with regards to Appendix A, which shall not include any member of the Investigation or Disciplinary Panel responsible for the initial judgement.

The Appeal Panel will consider the grounds for appeal using Appendix D Disciplinary Appeal Considerations.

Where the grounds for appeal are not, in the opinion of the Appeal panel, sufficient to render the Disciplinary Panel decision unsafe, the Appeal Panel shall so inform the Chair of Council.

The Chair of Council will inform the Respondent.

Where the Appeal Panel considers that there are grounds for appeal, the Appeal Panel may

- Review the findings of the Disciplinary Panel in the light of the evidence available to the Appeal Panel (which may include evidence not available to the Disciplinary Panel)
- Following such review, uphold, amend or reverse the findings of the Disciplinary Panel.
- Direct that the Disciplinary Panel be reconvened to consider additional evidence not known to them at the time of their decision. The decision of the Appeal Panel shall be notified to the Chair of Council together with any recommendations for the Disciplinary Panel.

## **6. Council decision**

The Council will convene to consider recommendations of a Disciplinary Panel together with the conclusions of any appeal. If the complaint is against a Club, a representative of that Club may be present and may address Council, but that Club may not vote on the recommendation.

The Council may, at its discretion, amend the sanction recommended by the Disciplinary or Appeal panel.

A two thirds majority of those present and entitled to vote is required for ratification of any disciplinary sanction.

The Chair of Council will notify the Respondent of the Council's decision within seven days of the date of the Council meeting.

Council's decision on a disciplinary matter is final.

## **7. Confidentiality**

Complaints will be treated as confidential unless they result in disciplinary action. Evidence provided is held to be submitted in confidence, except that the complaint shall be provided to the Respondent in order that they may provide a complete defence. Council may, at its sole discretion, notify members of the County or other relevant bodies of any sanction imposed upon a member.

To maintain confidentiality and avoid bias and prejudice, all parties named or involved must not discuss the complaint or investigation with others outside of the case. This does not apply to seeking professional legal advice.

If any party feels they need to speak to someone for support during the process they should first consult the Chair of Counsel who will advise.

Following the close of the case, all records will be sent to Archery GB and the Chair of Council will hold only redacted copies.

## 8. Relationship to NCAS procedure

This procedure is not intended to replace the Northern Counties Archery Society or Grand National Archery Society’s Disciplinary Policy, Regulations and Procedures. Although both bodies are free to take the conclusions of the Council into account in forming their own conclusions, they are not obliged to do so and may come to different conclusions on individual cases.

Matters which have already been heard by Archery GB under the Archery GB disciplinary policy will not be subject to this procedure. The County will consider the conclusions of an Archery GB/NCAS disciplinary or complaints procedure binding and will not consider the case further except as indicated below.

The County may nonetheless consider additional action following notification of the outcome of a Archery GB disciplinary procedure; in particular, the County will normally consider withdrawal of membership of the County from individuals or organisations whose conduct is found by AGB/NCAS to be inconsistent with continued membership of AGB.

## 9. Annex: Examples

The following examples of possible complaints and the typical action are for the guidance of the Chair of Council in considering action relevant to a complaint, for individuals considering a complaint and for members of a panel convened to investigate a complaint. The Examples are informative and the decision taken in any particular case remains with the Council in the first instance.

Nature of complaint	Typical County action
Complaint about an officer or official of the County falling short of normal expectations of the duties of the office.	Complaints of this kind should normally be made to the Chair of Council or the County Secretary in the first instance, who can raise the matter with the Executive Committee . Where a complaint is made directly to the executive, the officer/official should be notified of the complaint and the complaint brought to the attention of Council in the normal course of reporting. This is not normally a disciplinary matter
Persistent criticism of club or county officials.	This is not normally a County issue and should be dealt with locally. Note that criticism is not of itself misconduct and should normally be treated by responding accurately to the criticism. However, criticism communicated to third parties without the knowledge of the target of the criticism certainly is a form of misconduct, and if persistent and or if unfounded is usually considered sufficient to justify exclusion from a Club. For example,

	inaccurate complaints about a club committee's management to other club members or about a coach to the archer being coached without first informing the target of those allegations can seriously and unfairly impact on those individuals' contribution to the sport as well as their personal well-being.
Offensive language used by an individual at a shooting event.	No County action is normally taken. This matter should be dealt with immediately by the event organiser or by club officials but is not normally sufficiently serious to merit disciplinary action unless so persistent as to compromise the reputation of the Club.
Offensive language used at a shooting event at which juniors are present.	As above
Allegation of financial irregularity on the part of a club or county official.	This matter should have been taken up directly with the club or county committee. The County should therefore normally refer this to the relevant Committee to consider or, if the club secretary is involved, to the Club Chair. If fraud against the complainant is alleged, the complainant should be advised that they should obtain legal advice immediately and, if material financial loss is involved, refer the matter to the police.
Abusive language directed by an adult at juniors.	This matter should be dealt with immediately by the event organiser or by club officials and should be referred to the club for consideration as a disciplinary matter. A written caution is advised on first offence and expulsion may be appropriate on subsequent repetition.
Moderate violence (not causing appreciable injury) directed at a fellow archer or member of the public whilst identifiable as a member of the association.	A County matter only if at a County event or occurring in the course of a County official's duties; otherwise the matter should be referred to the closest responsible body (usually the club). The County should not normally re-examine an incident already considered locally. Violence of any kind compromises safety even if no injury occurs as a direct result. Disciplinary action is therefore merited against the initiator. Temporary suspension of access to facilities or of membership are recommended on first occurrence; permanent exclusion should be considered on subsequent repetition.
Allegation of malicious instigation of a complaint using formal disciplinary procedures.	This will normally be considered as misconduct meriting investigation. Note, however, that 'malicious' behaviour depends on intent and evidence of intent - usually in the form of clear personal interest coupled with a complaint regarding an otherwise trivial incident - would be required to sustain a case.
Violent or abusive behaviour directed at a County official (including a judge or tournament organiser) in the course of their duties	This will normally be considered grounds for immediate disqualification from competition at the event concerned, and the County will normally consider this a serious offence meriting immediate and possibly extended suspension.
An allegation of drug use for performance enhancement, or of supply of drugs for that purpose	These are serious violations subject to action under IOC rules and will normally be referred immediately to Archery GB/NCAS for consideration. Proof of such conduct would normally lead to extended or permanent exclusion from the County.

<p>An allegation of cheating at a County tournament.</p>	<p>Disqualification from the event is normal if the offence is proven at the time.</p> <p>In addition, the matter should be treated as a case of misconduct. Depending on the severity of the offence the County would normally reprimand on first offence and exclude from County events or membership on severe or repeated offences.</p> <p>If at a national record status event the matter should additionally be notified to Archery GB.</p>
--	---

Notes:

Temporary or permanent exclusion from a Club or County on safety or other grounds should always be notified to the Region as associate membership of the Region is conditional upon Club and County membership.

## 10. References

Section 04.4.5, of the Durham & Northumberland Archery Association Constitution provides for disciplinary action against members of the association. The provisions in the Constitution and Rules require that a member subject to disciplinary action be provided with an opportunity for a fair hearing and appeal.

This document is used with regard to the ArcheryGB Rules of Shooting, Code of Conduct and Lower Level Concerns Policy

## **Appendix A: Complaints Disciplinary Panel Selection**

### **1. Investigation**

On receipt of a complaint which is to be dealt with at County level, the Chairman will form an Investigation Panel comprising of 3 members, with regard to the following -

- At least 1 member of the Executive Committee wherever possible
- Male & Female (where possible, 2 = gender of complainant)
- At least 1 member to hold a post similar to the complainant/respondent where possible

### **2. Disciplinary**

If the complaint is upheld and the investigation moves to a disciplinary hearing, the Chairman will form a Disciplinary Panel comprising of 3 members, with regard to the following -

- No member to have been part of the Investigation Panel
- At least 1 elected County Officer wherever possible
- Male & Female, (where possible, 2 = gender of respondent)
- At least 1 member to hold a post similar to the respondent where possible

### **3. Appeal**

If an appeal is lodged, the Chairperson will form an appeal panel comprising 3 members with regard to the following -

- No member to have been part of the Investigation or Disciplinary Panel
- All members independent of all County Officers

#### **4. Process to Appoint Panel Members**

- Select County Officer
- If appropriate include County Safeguarding Officer
- If needed, seek recommendations from Executive Committee
- In the first instance, contact each to ask if they are willing to be on the panel - no names or details given at this point
- Once affirmative response received, inform of the names of complainant & respondent and confirm there is no conflict of interest before further details are given
- Appoint a panel member as Lead of the Investigation
- Panel to be given relevant information & guidance on process
- The Panel Lead will be required to log the dates of all meetings on a sheet shared with the County Chairperson
- The County Chairperson should be copied into all communications with all parties

Ref: \_\_\_\_\_

## Appendix B: Investigation Considerations

When conducting an investigation, please consider the questions in the table below. The person making the complaint is referred to as the Complainant and the person under investigation is referred to as the Respondent..

Consideration	Y/N	Details
Is the Respondent subject to a suspension of club or county membership while the investigation is carried out?		
Does the complaint demonstrate a potential breach of the Code of Conduct?		
Does the complaint demonstrate a potential breach of club or county policies or other relevant regulations?		
Has the Complainant provided names and contact details of witnesses? *NB - Letters provided by the Complainant may be compromised.		
Do witness statements corroborate the allegations made by the Complainant? Please note any inconsistencies.		
Has the Respondent provided names and contact details of witnesses? *NB - Letters provided by the Respondent may be compromised.		
Do witness statements corroborate the statement made by the Respondent? Please note any inconsistencies.		
Is there other evidence to consider? Eg. messages, emails, internet content, social media posts, etc.		
Has the Respondent offered any mitigating circumstances which contributed to the incident?		

<p>In conclusion, does the panel deem the evidence is sufficient to uphold the complaint? Please state the specific information &amp; source to support this.</p>		
<p>Was the conclusion agreed unanimously by the panel?</p>		
<p>Conclusions</p>		

Complainant:

Respondent:

Panel Lead:

Panel member:

Panel member:

Signed by Panel Lead:

Date:

Ref: \_\_\_\_\_

### Appendix C: Disciplinary Considerations

When deciding on disciplinary action following a complaint or investigation, please consider the questions in the table below. When deciding on a sanction please state for how long the sanction should be upheld and state any appropriate requirements that should be fulfilled before a sanction could be removed. The person under disciplinary action is referred to as the Respondent.

Consideration	Y/N	Details
Is the issue serious enough to warrant a suspension of club or county membership?		
Can the Respondent be allowed to hold a position of responsibility within the club/county? Eg. secretary, treasurer, coach etc.		
Is the Respondent aware of the Code of Conduct & understands it?		
Is there a need for training? Eg. code of conduct, Rules of Shooting, procedures, safeguarding etc.		
Is there a need for mentoring to ensure good practice is being put into place?		
Are there any actions the Respondent should take to repair the situation? Eg. letter of apology, reimbursements.		
Should there be loss of a privilege or benefit that the Respondent currently has? Eg. an honorarium or award?		
Is there another sanction appropriate in this situation?		

Conclusions & Recommendations

Complainant:

Respondent:

Panel Lead:

Panel member:

Panel member:

Signed by Panel Lead:

Date:

## Appendix D: Disciplinary Appeal Considerations

The appeal panel should first declare if there is any conflict of interest related to either complainant or respondent, or with the club.

Particular attention must be made to section 5 of the DNAA Disciplinary Policy (provided in full but section 5 copied below.)

### 5. Appeal

#### 5.01 Notification

Where the Disciplinary Panel recommends disciplinary action under Section 04.4.6 of the Durham & Northumberland Archery Association Constitution, the Respondent may appeal against a Disciplinary Panel decision. Such an appeal must be made in writing within fourteen days of the date of notification of the panel's decision, stating the grounds for appeal. Appeals should be made to the Chair of Council in the first instance.

#### 5.02 Grounds for appeal

Appeals are permitted on the following grounds:

- The Disciplinary Panel failed to consider evidence presented which was material to the case.
- One or more members of the Disciplinary Panel had an undeclared conflict of interest in the case.
- Additional evidence has become available that was unknown to the Disciplinary panel.

Appeals on other grounds may be considered at the sole discretion of the Chair of Council in consultation with the County Secretary. Appeals based solely on an objection to the conclusions of the Disciplinary panel or on disagreement with evidence submitted in defence will not be considered.

#### 5.03 Appeal procedure

On receipt of an appeal, the Chair of Council shall convene an Appeal Panel, with regards to Appendix A, which shall not include any member of the Investigation or Disciplinary Panel responsible for the initial judgement.

The Appeal Panel will consider the grounds for appeal using Appendix D Disciplinary Appeal Considerations.

Where the grounds for appeal are not, in the opinion of the Appeal panel, sufficient to render the Disciplinary Panel decision unsafe, the Appeal Panel shall so inform the Chair of Council.

The Chair of Council will inform the Respondent.

Where the Appeal Panel considers that there are grounds for appeal, the Appeal Panel may

- Review the findings of the Disciplinary Panel in the light of the evidence available to the Appeal Panel (which may include evidence not available to the Disciplinary Panel)
- Following such review, uphold, amend or reverse the findings of the Disciplinary Panel.
- Direct that the Disciplinary Panel be reconvened to consider additional evidence not known to them at the time of their decision. The decision of the Appeal Panel shall be notified to the Chair of Council together with any recommendations for the Disciplinary Panel.

Appeal of Disciplinary Ref:

Consideration	Y/N	Details
Did The Complaints Panel fail to consider evidence presented which was material to the case?		
Was there an undeclared interest that could render the decision unsafe?		
Is there new evidence to support an appeal?		
Is the decision of the Disciplinary Panel unsafe?		
Should the sanctions be amended?		
Any other recommendations?		

Summary of Findings

Panel Members	Contact details
Lead:	

Date:

Signed:

A copy of this document, and any further report, should be sent to the County Chairperson, via email to [chair.dnaa@gmail.com](mailto:chair.dnaa@gmail.com) .