

Introduction

This procedure sets out how Culm Valley U3A (CVU3A) will manage disciplinary issues that arise as a result of a breach of the Code of Conduct for members or Trustees.

Depending on the nature of the disciplinary issue the CVU3A Committee will make a decision as to how best to resolve the issue.

In dealing with disciplinary issues the CVU3A Committee will ensure:

- The issue is dealt with quickly and fairly.
- Efforts are made to settle the issue/s without having to resort to formal action.
- Decisions will be based on facts and evidence gathered.
- Actions and decisions will be documented.

Confidentiality

Confidentiality will be maintained throughout the process. Information will only be shared with those who have a genuine need to receive it including Trust staff and volunteers (National Office). All situations will be dealt with discreetly and by showing respect for the parties and views involved.

Communication

Written letters and/or documents may be sent using email or by post.

The full Committee may be told that a disciplinary procedure has been initiated and is being dealt with, but not given any of the detail. This is necessary in order not to bias any appeal that they may be required to hear at a later date.

Note: If the Chair of the Committee is suspected to have breached the Code of Conduct, then the Vice Chair will replace the Chair in the procedure. In this case, and in the event of an appeal, the Vice Chair may choose to ask committee members from a neighbouring U3A or seek advice or request attendance from Third Age Trust staff or Trustees.

Informal Process

It is anticipated that the majority of disciplinary issues can be dealt with informally as detailed below:

Who	Actions	Timescale
A Trustee selected by the Chair of the CVU3A committee and the Member/Trustee involved	<ul style="list-style-type: none"> • informal discussion to identify and understand the facts of the issue and hear each members views. • The Member/Trustee may decide to put the facts of their issue in writing. • Agree actions with all parties to ensure there is no repeat of the situation. 	To be completed within 10 days of the issue being notified to the Chair.
The decision may be that there is no breach of conduct in which case they will advise the Member/Trustee of this outcome.		
No further action required		

Formal Process

If the disciplinary issue is considered to warrant a more formal approach or a specific course of action the matter will be referred, in writing, to the Chair of the CVU3A Committee by the Trustee selected to manage the informal process.

Procedure for Managing Disciplinary Issues

Formal Process			
Step	Who	Actions	Timescale
1	Chair	Receives written referral and all documents/reports relating to the disciplinary issue from the Trustee who dealt with the informal process.	Within 3 days of the Trustee referring to the Chair
2	Chair	May contact the Third Age Trust to request support from the Regional Trustee, a Trust volunteer and/or National Office staff. [Dependent on circumstances of the complaint] Will inform Member/Trustee that additional support has been requested and the reasons why.	Within 3 days of the receiving written referral from Trustee.
3	Appointment of Panel of THREE Trustees	Appointed by Chair and issued with all relevant documentation. [One trustee to be appointed Panel Chair]	Within 3 days of receiving written referral from Trustee.
4	One member of the Panel	Gather and compile all factual information relating to the case, including original documents and any supporting documentation or statements from other members. <i>The documentation will not be disclosed to any other Trustees at this stage, in order to ensure any appeal is un-biased.</i>	Within 5 days of being selected as the panel.
5	Panel Chair	Agree date, time and venue with Member/Trustee to hear the case.	Within 2 days of collation of documentation being completed.
6	Panel and Member/Trustee	Meet in confidence	On agreed day
7	Panel	Case considered by Panel taking into account any mitigating circumstances.	Once complainant has left the meeting.
8	Panel Chair	Decision about whether there has or has not been a breach of the Code of Conduct will be communicated, in writing, to all parties involved. Member/Trustee will be notified of their Right to Appeal the decision.	Within 2 days of the meeting being held.

Right to Appeal

Right of Appeal			
Stage	Who	Action/s	Timescale
1	Member/Trustee	Lodge appeal, in writing, with the CVU3A Chair	Within 5 days of receiving Panel decision
2	CVU3A Chair	Convene a meeting of THREE Trustees (including him/herself) as the Appeal Panel. [Will not include any trustees involved in Formal Process.]	Within 2 days of receiving written appeal

Procedure for Managing Disciplinary Issues

Right of Appeal (continued)			
Stage	Who	Action/s	Timescale
3	CVU3A Chair	Offer to member of a verbal right of reply at a meeting of the Appeal Panel.	Within 2 days of the written appeal being received by Chair
4	Member/Trustee	Confirm intentions to attend (or not) an appeals meeting	Within 2 days of receiving offer of a verbal right to reply.
5	CVU3A Chair and Member/Trustee	If attendance at appeals meeting is confirmed, agree date, time and venue for the appeal to be heard	Within 2 days of receipt of confirmations.
6	Appeal Panel and Member/Trustee	Meet in confidence	On agreed day
7	Appeal Panel	Review the decision based only on the facts included in the original hearing, taking into account any mitigating circumstances, and make a final decision,	On day of meeting
8	CVU3A Chair	Communicate final decision in writing to all members involved.	Within 2 days of the date of the meeting

This procedure was adopted on:

Signed:

Committee role:

Print name:

Policy review date: