
Behaviour at Meetings and Hearings Guidance

Owner	Birmingham City Council
Version	1.0
Date Approved	01/09/2023
Date of Review	31/08/2024

Guidance for Behaviour at Meetings and Hearings

Any person attending any kind of meeting or hearing in any capacity must comply with acceptable professional standards of behaviour and consequently should adhere to the following Code. Although this protocol is applicable to conduct within formal and informal meetings or hearings, the expectation is that the same standards will apply outside of meetings and hearings. One workplace colleague/ representative may accompany the employee and speak on their behalf at formal meetings and hearings. The agreement of the Chair is required if the employee seeks additional support (for example, with learning disabilities) or a request is made for an observer to attend.

1. Everyone due to attend the meeting/hearing must make every effort to be punctual in order that the meeting/hearing may begin promptly.
2. The meeting/hearing will be conducted in accordance with the relevant provisions of any procedure adopted by the governing body or by the general procedure for meetings the outline procedure for meetings as recommended by the Employee Relations Team unless the Committee, head teacher/manager and Employee agree variations.
3. Whilst these meetings/hearings are conducted formally they form part of internal procedures not legal proceedings and therefore all persons present should avoid using legal terminology without providing an explanation understandable to a lay audience.
4. All statements, questions and responses must be addressed through the person chairing the meeting/hearing.
5. Each person invited to speak by the Chair will be permitted to make his or her contribution uninterrupted by any other person present.
6. All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates them including an attempt to make an audio or video recording of the proceedings. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely and quietly.
7. All statements, questions and responses must be related to the facts of the case and not be personal in nature. There should be no reference to personal views on any person or in relation to the issue nor should reference be made to previous issues that do not form part of the case under consideration.
8. The meeting/hearing will be conducted with due regard to the needs of the participants for refreshment and rest and will be adjourned as appropriate either for a short break or for conclusion on another day.
9. If any person present fails to comply with this Code then the Chair will warn them that further non-compliance may lead to them being asked to leave the meeting/hearing. Any further breach of the Code may then lead to the Chair [Committee] deciding that the person should be asked to leave the meeting/hearing or that the meeting/hearing should be adjourned for a period of time to be determined by the Chair [Committee].