



## THATCHAM DISCIPLINARY PROCEDURE (Summary)

### Disciplinaries – responsibilities of the Trustees

In the event of a report of any member or Trustee allegedly breaching the Code of Conduct or if a breach becomes apparent, **the Chair will be notified immediately.**

The disciplinary procedure will be implemented once all steps that have been taken to **resolve matters informally** have been unsuccessful and/or where a matter is deemed by the u3a Trustees to be so serious that the only relevant course of action is to follow the disciplinary procedure.

### Confidentiality

All procedures and documents relating to a disciplinary must be kept confidential.

### Informal procedure

It is important to try and resolve disputes amicably and informally. This is more likely to lead to a better relationship between the parties in the longer term. **The Chair** will use his/her best endeavours to resolve the problem amicably and quickly, through an informal discussion with the member or Trustee in question.

### Formal procedure

If the initial process is not effective in reaching a solution or if it is felt that the alleged breach is serious enough to require formal disciplinary action,

The Chair will appoint an **Investigating Trustee** (who is not involved or connected to any party in the alleged breach) to investigate it and gather the evidence to be presented to the **Hearing Committee.**

The Chair will appoint a subcommittee (**Hearing Committee**) of a minimum two Trustees (where possible) to hear the alleged breach and will decide if any disciplinary action should be taken.

The timetable for the date of the meeting to hear the breach of code of conduct will be short, preferably within **14 days** from the date that the Chair is first advised.

The **decision of the Hearing Committee** should be communicated in writing to the Chair and the member or Trustee advising them if the breach of the Code of Conduct has been upheld or not upheld.



## Right of appeal

The Trustee or member who is alleged to have breached the Code of Conduct must be informed of their right of appeal at the end of the initial hearing. Any appeal must be submitted within **7 days** of the outcome from the Hearing Committee and must be sent to **the Chair**.

The appeal process will be independent of the initial hearing.

**The Chair / appointed Appeal Panel** will hold an appeal hearing to consider any written responses, representations and to consider any mitigating circumstances and make their decision on whether to uphold the appeal or not. The outcome of this appeal must be communicated in writing within 7 days of the appeal meeting and is final.

<b>u3a</b>	<b>Disciplinary Procedure (Summary) – u3a Thatcham</b>	The Third Age Trust
<b>Version</b>	<b>Description of changes</b>	<b>Date</b>
1.0	Policy created from u3a template	15/11/2024 (JC)
2.0	Local policy to be reviewed and approved by local chairperson and Secretary	06/07/2025 (KT)