

**The Oral Submission**

The aim of the oral submission is for each party to develop and support the arguments put forward in their statement of case. It should not repeat the written submission line by line.

The oral submissions are normally presented in the following order, however this may be varied at the discretion of the Chairman in the light of the circumstances of a particular case:

- The Officer presenting management's case will state his/her case and call witnesses as appropriate.
- The Employee or his/her companion will state his/her case and call witnesses as appropriate. The Employee's companion may present the case and address the meeting but may not answer questions on behalf of the employee.

Following each oral presentation, members of the Sub-Committee will have the opportunity to question either party. In addition, either party can ask questions of the other.

When a witness has finished making his/her statement, questions may be asked by members of the Sub-Committee, the Employee or his/her companion and the Officer presenting management's case or his Adviser.

New evidence/material not covered in the written statement may not be introduced by either party during the oral presentation or in summing up.

An adjournment may be called, at the discretion of the Chairman at anytime during the meeting.

**Summing Up**

- The Officer presenting management's case will sum up.
- The Employee or his/her companion will sum up.

In summing up, each party's statement should be short, succinct and cover the main points of the submission.

**The Decision**

All interested parties will then withdraw and will be requested to wait whilst the Sub-Committee deliberates. Should the Sub-Committee wish to clarify any points, both parties will be asked to return. The decision of the Sub-Committee will be given orally and confirmed in writing and will have immediate effect. In particularly complex cases the Sub-Committee may, having clarified that there are no outstanding issues dismiss the parties and communicate their decision in writing at a later date.