

## THE RIGHT TO BE ACCOMPANIED



All reference to personnel includes both paid employees and volunteers.

### **Formal Meetings**

All personnel are entitled to be accompanied by a fellow worker, a trade union representative, or an official employed by a trade union at any formal disciplinary, grievance or appeal meeting. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.

A member of personnel under the age of 18 may choose to be accompanied by a parent or legal guardian.

A member of personnel who wishes to take advantage of this right must notify Anglia Care Trust of the name and position of his or her chosen companion 48 hours in advance of the meeting being held. Anglia Care Trust may refuse to allow the companion to attend the meeting if we consider there may be a conflict of interest. If so, Anglia Care Trust must allow the member of personnel to choose a different companion.

The meeting may be delayed for up to five working days if the companion is not available to attend.

The companion is permitted to address the meeting, ask questions and confer with the member of personnel, but is not entitled to answer questions directly on their behalf.

### **Informal Investigations**

Anglia Care Trust may, at its discretion, allow personnel to bring a companion to informal investigations or investigatory meetings. The companion may not play an active part in the investigation or meeting.

Anglia Care Trust may refuse permission for the companion to attend the informal investigation or investigatory meeting if they consider there may be a conflict of interest. If so, Anglia Care Trust must allow the member of personnel to choose a different companion.

Date of next review – October 2019