

Procedure for dealing with an Appeal

Having dealt with the Appointment of Chairman, Apologies for Absence, Declarations of Interest and Exclusion of the Public ...

1. The Chairman will introduce himself, Members and officers present.

(Note: In the event of either party submitting documents at the Appeal the Chairman may call a brief adjournment to allow all parties sufficient time to read the documents.)

The Management's Representative will present the Management's case / details of the situation which resulted in the appeal and call witnesses. (if any)

Members may then put questions to the Management's Representative and any witnesses. The Employee (or their representative) may then ask questions of the Representative and any witnesses.

3. The Employee (or his / her representative) will then be invited to present their appeal to the Panel and call witnesses / persons to speak in support. (if any)

Members may then put questions to the Employee or their representative and any witnesses / supporters. The Management's Representative may then ask questions of the Employee (or their representative) and any witnesses / supporters.

4. The Management's Representative followed by the Employee or Representative will then be invited to sum up.

5. The Panel, having heard both parties will consider its decision.

At this point the parties will be asked to withdraw. Both parties will be invited back into the room to hear the Panel's decision.

6. The decision of the Panel will be confirmed in writing to the employee.