

Format of an Appeal Hearing

The Appeal Manager will introduce those present to the employee and explain why they are there.

They should explain the purpose of the appeal hearing, how it will be conducted and what powers the appeal hearing has.

The appellant (or his/her representative or companion) to state their case and may call witnesses.

Management may ask questions of the appellant (or their representative or companion) or witnesses to seek clarification of the appellant's case.

The Appeal Hearing Manager, or HR Advisor, may ask questions of the appellant (or his/her representative/companion) or witnesses to seek clarification of the appellant's case.

Management will state their case in the presence of the appellant and their representative or companion and may call witnesses.

The appellant (or their representative or companion) may ask questions of management or their witnesses to seek clarification of management's case.

The Appeal Hearing Manager or HR Advisor may ask questions of management or their witnesses to seek clarification of the management case.

Management to summarise their case.

The appellant (or their representative or companion) to summarise their case.

Management and appellant (and their representative or companion) and any witnesses to withdraw.

The Appeal Manager and HR Advisor will deliberate in private, recalling management or the appellant (and their representative or companion) to clarify any points of uncertainty on evidence already given.

If recall is necessary both parties are to return, notwithstanding only one is concerned with the point giving rise to the doubt.

The Appeal Manager will seek legal advice as necessary.

Having given due and careful consideration of all the evidence presented, the Appeal Manager will make a decision on whether the appeal should be upheld or rejected and then reconvene the appeal hearing to advise the employee orally of the decision.

The employee should be informed that he/she will receive confirmation of the decision in writing within the prescribed time scales.

A copy of the letter will be placed on the employee's personal file

