

Appeal Hearing (Review) Process

1. The Appeal Officer will ensure that all parties are introduced and will explain the purpose of the appeal hearing and how it will be conducted.
2. The Appeal Officer will establish the names of any witnesses who have been asked to give evidence at the appeal hearing, and who they are.
3. The Appellant or their representative will be asked to set out the ways in which he or she believes that the decision on formal action was flawed. The employee will also have the opportunity to state any mitigating factors.
4. The Respondent and members of the appeal panel will have the opportunity to ask questions and clarify any points.
5. The Respondent will explain the conclusions reached at the hearing / meeting and the evidence on which those conclusions were based.
6. The Appellant or their representative will be given the opportunity to question the Respondent on their decision, and to raise points about any information that has been raised.
7. Members of the appeal panel will have the opportunity to ask questions and clarify any points.
8. The Appellant or their representative will sum up their case followed by the Respondent summing up. No new information should be introduced at this time.
9. The Appeal Officer will bring the appeal hearing to a close and will ask both parties to withdraw to allow deliberations to take place. This will take place in private and be attended by the Panel members only.
10. All parties will be recalled should clarification of evidence be needed, in addition the hearing may be adjourned should additional witness/evidence be needed.

In all cases, and whether or not the decision has been given verbally at the end of the appeal, the Appellant will be sent a letter confirming the outcome of the appeal hearing usually within five working days.

The letter will confirm that there is no further right of appeal.