

## Appeal Hearing (Re-Hearing) Process

1. The Appeal Officer will ensure that all parties are introduced and will explain the purpose of the appeal hearing.
2. The Appellant will be asked to state whether they admit or deny the allegation(s).
3. If the Appellant admits the allegation(s), they may present any mitigating circumstances to the panel.

Questions may then be asked by the Respondent, followed by the appeal panel. The process is then continued as paragraph 6 below.

4. If the Appellant denies the allegation(s) the Respondent will present the management case to all.

The Appellant and/or their representative and members of the appeal panel will have the opportunity to ask questions, and any witnesses that they may call.

The Respondent will conclude with the opportunity to clarify any points that have arisen, and this may be with witnesses if necessary.

5. The Appellant or their representative will present their case and call witnesses.

The Respondent and members of the appeal panel will have the opportunity to ask questions, and any witnesses that they may call.

6. The Respondent will sum up the management case, followed by the Appellant or their representative summing up. No new information should be introduced at this time.

7. 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 appeal panel.

Both parties will be recalled should clarification of evidence be needed, in addition the hearing may be adjourned should additional witness/evidence or investigation be needed.

8. Both parties should be recalled and informed of the Appeal Officer's decision.

In all cases, and whether or not the decision has been given verbally at the end of the hearing, the Appellant and their representative will be sent a letter outlining the reasons for the decision usually within five working days.

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