

Appendix 3

Appeal Hearing format

1. The Appeal Officer/Chairman of the Appeal Sub Committee will introduce all parties and outline their roles, the purpose of the hearing and confirm that all parties have received the papers.
2. The Appeal Officer/ Chairman of the Appeal Sub Committee will explain how the Appeal Hearing will be conducted (as summarised below).
3. The employee and or their representative will present their grounds of appeal detailed in their submission.
4. The Disciplinary Hearing Officer may ask questions of the employee (and any agreed witnesses that attend) following the conclusion of the employees case.
5. The Appeal Officer/Chairman of the Appeal Sub Committee may ask questions of the employee and any witnesses as they appear.
6. The Disciplinary Hearing Officer will respond to the grounds of appeal and present any agreed documents or witnesses.
7. The employee or their representative may ask questions of the Disciplinary Hearing Officer and any witnesses following the conclusion of the management case.
8. The Appeal Officer/ Chairman of the Appeal Sub Committee may ask questions of the Disciplinary Hearing Officer and any witnesses.
9. The Appeal Officer/ Chairman of the Appeal Sub Committee may ask any final questions of the parties.
10. The Disciplinary Hearing Officer will sum up their response to the grounds for appeal (if they so wish).
11. The employee or their representative will sum up their case (if they so wish).
12. Parties will withdraw from the meeting.
13. The Appeal Officer/ Chairman of the Appeal Sub Committee will deliberate in private with their advisers and may recall parties to clarify any points.
14. If the Appeal Officer/ Chairman of the Appeal Sub Committee are of the view that they are likely to reach a decision following a due adjournment, they may ask the parties to wait, communicate the decision orally and follow this up in writing. Otherwise an indication of when the decision is anticipated should be given to the

parties. Decisions should normally be confirmed in writing within 5 working days of the Appeal Hearing.