

How to run an effective HR review panel

Example capability hearing agenda

Names/roles of all those attending including witnesses

1. Introductions

The Chair ensures introductions are made by all parties and runs through the agenda.

2. Nature of the hearing

The Chair specifies that the hearing is about capability and checks that all parties have the relevant documents.

3. Presentation by management

The manager presents the management's case referring to evidence from the previous stages of the capability procedure. Witnesses may be called.

4. Questions by member of staff

The employee and/or representative may question the person presenting the management's case and each of the management's witnesses after they have given their evidence.

5. Questions by the panel

The panel and its HR advisor may question the person presenting the management's case and each of the management's witnesses after they have given their evidence and been asked any questions by or on behalf of the employee.

6. Presentation by member of staff

The employee and/or the representative present their case. Witnesses may be called.

7. Questions by the person presenting the management's case

The person presenting the management's case and their HR advisor may question the employee and each of the employee's witnesses after they have given their evidence.

8. Questions by the panel

The panel and its HR advisor may question the employee, representative and each of the employee's witnesses after they have given their evidence and have been asked any questions by the person presenting the management's case.

9. Final statement by management

The person presenting the management's case may make a final statement summarising their case.

10. Final statement by employee

The employee and/or representative may make a final statement summarising their case.

11. Withdrawal

Both parties withdraw to allow the panel to discuss findings and come to a decision. The HR advisor to the panel and the clerk remains.

12. Adjournments

Any party may request adjournments during the course of the hearing.

(Taken from a local authority model policy)