

How to run an effective HR review panel

Example disciplinary panel hearing

Names/roles of all those attending including witnesses

1. Introductions

The Chair of the Appeal Committee introduces him/herself and invites all others to introduce themselves. The Chair runs through the agenda.

2. Nature of the meeting

The Chair specifies the nature of the appeal meeting, setting out the allegations that were originally upheld and checks that all parties have the relevant documents.

3. Presentation by employee

The employee and/or their representative present their case and call any witnesses. *(Witnesses can be questioned by the employee/their representative, management /their HR support, the panel /their HR advisor)*

4. Questions by person presenting the management case

The headteacher/person presenting the management case and/or their HR support may question the employee.

5. Questions by committee members

The committee members and/or their HR Advisor may question the employee.

6. Presentation by management

The headteacher/person presenting the management case presents their case and calls any witnesses. *(Witnesses can be questioned by management/their HR support, the employee/their representative, the panel/their HR advisor)*

7. Questions by employee

The employee and/or representative may question the person presenting the management case.

8. Questions by committee members

The committee members and/or their HR advisor may question the person presenting the management case.

9. Final statement by management

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

10. Final statement by employee

The person presenting the management case may make a final statement.

11. Withdrawal

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

12. Adjournments

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

(Taken from a local authority model policy)