

How to run an effective HR review panel

Example grievance 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 the nature of the meeting and checks that all parties have the relevant documents.

3. Presentation to the person who has raised the grievance

The chair invites the employee to explain their reasons for their appeal.

4. Questions by person presenting the management case

The chair invites questions from

- the headteacher/ person against whom the grievance has been raised
- the union or other representatives
- the panel

5. The case from the management

The chair invites the headteacher/person against whom the case has been made to explain the reasons for their decision

6. Presentation by management

The chair invites questions from

- the person who has raised the grievance
- the union or other representative
- the panel

7. Final statement from person raising the grievance

8. Final statement from management

9. 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 remain.

10. Adjournments

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

(Taken from a local authority model policy)