

How to run an effective HR review panel

Example redundancy appeals panel

List of those attending and their role

1. Welcome and Introductions.
2. Approval of agenda and checking of documents to be presented.
3. The chair of the redundancy committee explains the reason for the committee's decision to dismiss the employee by reason of redundancy. (The chair of the redundancy committee may be accompanied by the headteacher.)
4. The member of staff and/or their trade union representative may ask questions of the chair of the redundancy committee and headteacher.
5. Members of the appeal committee may ask questions of the chair of the redundancy committee and headteacher
6. The member of staff and/or their trade union representative make representations against the dismissal.
7. The chair of the redundancy committee may ask questions of the member of staff and their trade union representative.
8. Members of the appeal committee may ask questions of the member of staff and their trade union representative.
9. The chair of the redundancy committee and headteacher may make a final statement and sum up.
10. The member of staff and/or their trade union may make a final statement and sum up.
11. The chair of the appeal committee explains to both parties how they will be informed of the decision.
12. The parties withdraw to allow the appeal committee to discuss the findings and come to a decision. The HR Advisor, if in attendance, will remain, as will the clerk. The parties may be asked to remain for a short period in case the appeal committee needs to clarify any points

Taken from a local authority policy