

How to run an effective HR review panel

Example second disciplinary (appeal)

Names/roles of all those attending including witnesses Note the panel should be made up of three people who were not involved with the first disciplinary panel.

1. Introductions

The Chair of the panel 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, which is to appeal the decision of the first disciplinary panel 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 employee

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

10. Final statement by management

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

11. Withdrawal

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

12. Adjournments

Either party may ask for an adjournment during the course of the hearing.

(Taken from a local authority model policy)