

How to run an effective HR review panel

Example disciplinary procedure for formal hearings

List of those attending and roles

1. All business connected with the meeting should be discussed in the presence of all concerned, except when governors consider their decision in accordance with Paragraph 10 below.
2. Introduction by the Chair and reminder to members and all present of the Procedure under which the hearing has been called, the manner in which the hearing will be conducted as set out below in paragraphs 3-12 and the degree of confidentiality required.
3. Presentation of case against the member of staff by the appropriate person, including the calling of witnesses. Witnesses should attend only for that part of the hearing to give witness. Questions should be asked of witnesses before they leave.
4. Questions by the member of staff and representative, and by the panel, to the person presenting the case.
5. Statements by the member of staff and her/his representative, including the calling of witnesses. Witnesses should attend only for that part of the hearing to give witness.
6. Questions by the person presenting the case and by the panel to the member of staff and/or representative.
7. Opportunity for the person presenting the case to make a final statement.
8. Opportunity for the member of staff and/or representative to make a final statement.
9. Withdrawal by the member of staff and representative and presenting officer while the panel consider the matter.
10. Consideration of the matter by the panel, in the presence of the clerk of the hearing [if applicable] and any personnel advisor [acting in that capacity only]. If further information is required of any of the persons who have left the hearing then all such persons should return to the hearing when such information is being obtained. An opportunity should be given to each party to question or comment upon this additional information.
11. Recall of parties concerned to hear the decision of the panel orally.
12. Subsequent confirmation of decision of the panel in writing to the parties concerned and information about any right of appeal where applicable