

# How to run an effective HR review panel

## The evidence pack

The evidence in the pack will vary depending on the circumstances but here is a list of what it might contain.

It is important that the pack is organised in a logical order and clearly numbered so that information referred to during the panel meeting is easy to locate. It is also important to ensure that any sensitive information about other staff or pupils is redacted.

Section	Contents	Comments
1	Index Agenda	It is helpful to organise evidence in agenda order before numbering.  The agenda should state the venue, time, order of the meeting and the names and roles of everyone attending.
2	Policies	The policy/procedure (and linked policies where applicable) that sets out the procedure for the appeal panel i.e. Pay, Disciplinary, Grievance, Redundancy, Capability.  Any other policy alleged to have been breached by the staff member/school.
3	Evidence on behalf of the school	1) Details of communication with the staff member including <ul style="list-style-type: none"><li>• An explanation of which part of the policy/procedure/legislation the staff member has breached, and how</li><li>• The criteria on which the decision that is being appealed is based for pay/redundancy appeals</li><li>• The minutes from any previous panel meeting (with annotated copies from the staff member if supplied)</li><li>• The outcome letter for any previous stages which should include details of how to appeal</li><li>• Any sanctions applied</li></ul> 2) Details of the report from the investigating officer for any investigation undertaken, if applicable 3) Witness statements to support the school, if applicable
4	Evidence on behalf of the staff member	1) Any correspondence related to the matter 2) The reason for the appeal 3) Evidence to support the appeal 4) Witness statements to support the staff member, if appropriate