

How to run an effective HR review panel

Types of panel

Below you will find typical panels you may be involved with – these will vary according to context and policy. Please note that for some HR processes there may be two panels. The first panel will be to make a decision on the headteacher's recommendations, and the second panel will be to hear any permitted appeal against that decision.

The principles set out in this module about whether policy has been followed and applied fairly in line with employment and equality law will apply to all panels. Where there is an appeals panel the panel membership will need to be different to the first panel.

Pay/pay appeal

To consider whether to uphold the headteacher's pay recommendations, or to hear any appeals against the pay committee's recommendations.

Redundancy/redundancy appeal

To consider any redundancies proposed by the headteacher, or to consider any redundancy appeals.

Staff disciplinary/appeals

To consider the recommendations of the headteacher on disciplinary action, or to consider any appeals against the decision of the first disciplinary panel.

Staff grievance/appeals

To consider a staff grievance where the investigating officer has judged the grievance should be escalated to the formal stage of a panel of governors, or to hear an appeal against the decision of the first panel

Capability appeal

To hear appeals for dismissals through the capability procedure.