

How to run an effective HR review panel

Typical process and timeline

Please note that this is guidance only and you will need to refer to and follow your own school or trust's policy, procedures and timelines which should set out the procedure in full and will often supply a flow chart and order of the meeting. You will also find some example agendas in Resources. This is just to give an idea of broadly what to expect.

The Scheme of Delegation should set out at what level certain decisions can be made and by whom. The examples below have assumed that the headteacher makes recommendations to the board and the board is the decision maker, but again, check your policy.

Context is also important in terms of who can actually dismiss a staff member, for example for some types of local authority maintained schools the local authority is the employer, but for voluntary aided, foundation and foundation special schools it is the board. This should be set out in your policy.

Pay/pay appeal

- the process and timeline for how and when teachers' pay decisions must be made will be set out in your school or trusts' teachers' pay policy
- the policy should include a timeframe within which an appeal can be made against any pay decision - it is usual for the decision to be appealed informally first with the headteacher/line manager within 10 working days and for the decision letter to be sent within 5 working days.
- for the formal stage, the appeals panel, this will usually need to be requested within 10 working days of the decision letter being received from the informal appeal
- the decision letter for this stage would usually be sent within 5 working days.
- the decision of the appeals panel will be final

Redundancy/redundancy appeal

- there will be a full staff consultation and selection process, the details of this will be set out in your school/trust's redundancy policy
- the redundancy panel will be held to determine which staff will be made redundant - staff may attend to make representations
- the decision letter should be sent to the staff member as soon as possible after the panel has met and preferably within 5 days
- common timelines are for the staff member to appeal this decision within 7 calendar days and the appeals panel to meet to consider the appeal within 14 calendar days of the request
- the staff member must be notified of the decision, preferably within 5 working days
- the policy will set out the next steps depending on the outcome of the appeals panel

Staff disciplinary/appeal

- if a decision to take formal disciplinary action is taken following the investigation the staff disciplinary panel will meet to consider the facts and make a decision
- the decision will be confirmed in writing preferably within 5 working days
- the staff member may appeal this decision usually within 14 calendar days of receipt of the letter and disciplinary action
- the appeals panel will convene usually within 14 days to consider the decision of the first panel

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- the decision letter of the appeals panel is to be confirmed in writing preferably within x working days
- the decision of the appeals panel is final

Staff grievance/appeal

- if a staff member is not satisfied with the outcome of the first formal stage of the grievance process they may appeal this decision, usually within 7 calendar days of receipt of the decision letter
- this letter of appeal will be acknowledged, usually within 7 calendar days and a panel will be convened for the second formal stage, the appeal
- the decision of the appeals panel will be sent in writing. Usually within 7 working days
- the decision of the appeals panel is final

Staff capability/appeal

- having followed the capability policy, at the end of the review period under a final improvement process if the finding is that the staff member has not met the teaching standards and there is a recommendation to dismiss, a panel for a capability hearing will be convened to consider this recommendation
- if the panel's decision is either to issue a further notice to improve or to dismiss the staff member the staff member may appeal this decision
- the policy will set out when the appeal needs to be made by - usually within 7 calendar days of receiving the panel's decision
- the panel will need to give notice of the date of the panel in the timeframe set out in the policy - usually 7 calendar days
- the decision will be confirmed in writing within (7) calendar days of the hearing.
- this decision is final