

Disciplinary Appeal Agenda

1.	Introductions <ul style="list-style-type: none"> ▪ All parties present are introduced & their role in the hearing explained to all parties. ▪ Employee asked to confirm that they are aware of their right to representation by a colleague or TU representative. ▪ Confirm the role of the representative i.e. can present case/ask questions on behalf of employee but shall not answer questions on behalf of employee. ▪ All parties to confirm they have received the documents that will be referred to in the Appeal. ▪ Check if there are any other housekeeping matters before proceeding? ▪ Remind all parties that confidentiality must be maintained and that failure to do so may result in disciplinary action being taken. Hearings are not to be recorded unless in certain circumstances with prior mutual consent, notes may be taken by the employee or their representative. ▪ Advise the employee not to discuss this matter further with anyone except your representative. This includes not making any comments relating to this matter on any social media or networking sites on the internet. 	Chair
2.	Purpose of Meeting <ul style="list-style-type: none"> ▪ Explanation given to all parties of the purpose of the meeting and confirm the Appeal hearing is not to rehear the case, but to consider whether the Hearing Officer's decision was reasonable. ▪ Check if any witnesses are to be called? ▪ Provide an outline of the agenda to all parties. ▪ Confirm that a short adjournment may be requested at any time if required. ▪ Any questions at this time? If no proceed. 	Chair
3.	Case presented by Hearing Manager <ul style="list-style-type: none"> ▪ If appropriate call any witnesses 	Hearing Manager
4.	Questions <ul style="list-style-type: none"> ▪ Questions from Appellant (former Employee) to Hearing Manager. ▪ Questions from Committee/Support to Hearing Manager 	Appellant and Committee Members/Support
5.	Appeal Case presented by Appellant /Representative <ul style="list-style-type: none"> ▪ If appropriate call any witnesses 	Appellant /Representative
6.	Questions <ul style="list-style-type: none"> ▪ Questions from Hearing Manager to Appellant (former Employee) ▪ Questions from Committee/Support to Appellant (former Employee) 	Hearing Manager and Committee Members/Support
7.	Summing up by both parties <ul style="list-style-type: none"> ▪ Hearing Manager case summary ▪ Appellant (former Employee) case summary 	Hearing Manager Appellant /Representative
8.	Adjournment <ul style="list-style-type: none"> ▪ Committee to consider all of the information presented ▪ Committee can consider whether or not any further information needs to be clarified before making their decision ▪ Chair to confirm how long the adjournment will last and when all parties should return to hear the decision. ▪ Committee to decide if the Hearing Manager's decision was reasonable 	Chair
9.	Decision <ul style="list-style-type: none"> ▪ Chair to convey the decision verbally to Uphold the original decision OR Overturn the original decision and reinstate the employee ▪ Confirm that the decision is final and there is no further right to appeal under the Council's Disciplinary Policy. This will be confirmed in writing. 	Chair
10.	Close <ul style="list-style-type: none"> ▪ Thank all parties for attending today. 	Chair