

**PROCEDURE FOR STAFF APPEAL AGD/07/12
17/18 APRIL 2012**

COMBINED GRIEVANCE/DISCIPLINARY

1. The procedure and sequence of events will be explained by the Chair.
2. The Children, Families and Learning representatives shall put the Management case for both the grievance and disciplinary processes and may call witnesses.
3. The appellant or the appellant's representative shall have the opportunity to ask questions of the Head of Service and witnesses.
4. The Panel shall have the opportunity to ask questions.
5. The appellant or the appellant's representative shall put forward the case and call any witnesses in support of that case.
6. The Head of Service and Director shall have the opportunity to ask questions of the appellant or the appellant's representative and witnesses.
7. The Panel shall have the opportunity to ask questions.
8. The Director and/or Head of Service shall have the opportunity to sum up the case.
9. The appellant or his/her representative shall have the opportunity to sum up the case.
10. All parties other than the Panel shall withdraw.
11. The Panel shall consider the case and decide in the presence of the Clerk (Legal Services) and a representative from Human Resources whether the Appeal is upheld or not and then confirm, reduce or delete or change the formal action taken.
12. The decision of the Panel will be communicated to both parties by the Chair.
13. The decision of the Panel will be confirmed in writing to both parties by Legal Services.
14. Decisions of the Panel are final.