

Order of Proceedings - Grievance Hearing

The conduct of the hearing will be the responsibility of the Chair which can be either the Headteacher where they have full delegation or a member of the Panel of Governors.

The order of proceedings can be adjusted to suit the circumstances if necessary, in consultation with the parties, providing the overall principles, aimed at securing a fair hearing, are adhered to.

1. The Headteacher/chair introduces all those present and outlines purpose of hearing and any procedural arrangements.
2. The employee and/or representative presents their case
3. The nominated manager/school representative (supported as necessary by his/her HR Adviser, if any) has the opportunity to question the employee and/or representative
4. The Headteacher/panel has the opportunity to question the employee and/or representative
5. The employee and/or representative may call witnesses.
6. The nominated manager/school representative has the opportunity to question each witness.
7. The Headteacher/panel may question each witness.
8. The nominated manager/school representative presents his/her case.
9. The employee and/or representative has the opportunity to question the nominated manager/school representative.
10. The Headteacher/panel has the opportunity to question the nominated manager/school representative.
11. The nominated manager/school representative may call witnesses.
12. The employee and/or representative has the opportunity to question each witness.
13. The Headteacher/panel has the opportunity to question each witness.
14. The employee (and/or representative) is invited to make any closing remarks.
15. The nominated manager/school representative has the opportunity to summarise the case
16. All persons withdraw, other than the Headteacher/panel, the note-taker and any professional advisers present, while the Headteacher/panel deliberates.
17. The parties may be either released or recalled to clarify any points of uncertainty.
18. Where the Headteacher/panel cannot reach a decision before the parties are released, the parties will agree how the decision will be communicated. In any event, formal notification of the outcome will be sent in writing within 5 working days of the hearing.