

### Order of Proceedings - Appeal 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 a Governor panel.

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. Chair introduces all those present and outlines purpose of hearing and any procedural arrangements.
2. The employee (and/or representative) presents his/her case.
3. The headteacher and/or chair from the 1<sup>st</sup> Hearing (as appropriate) have the opportunity to question the employee.
4. The Panel have the opportunity to question the employee.
5. The headteacher/or chair from the 1<sup>st</sup> Hearing presents the case and the reason(s) for not upholding the grievance .
6. The employee (and/or representative) has the opportunity to question the headteacher/spokesperson.
7. The Panel have the opportunity to question the headteacher/spokesperson.
8. The headteacher/or chair from the 1<sup>st</sup> Hearing has the opportunity to summarise the case.
9. The employee (and/or representative) is invited to summarise the case and make any closing remarks.
10. All persons withdraw, other than the Panel, the Clerk and any professional advisers present, while the Panel deliberates.
11. The parties may be either released or recalled to clarify any points of uncertainty.
12. Where the 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.