**Disciplinary Procedure – Appeals Flow Chart**

Where an employee wishes to appeal the decision of their disciplinary sanction, they must submit an email within 14 days to the NAMED SENIOR MANAGER who will organise for the appeal to be heard. The appeal will be heard by the 2-3 MOST SENIOR MANAGERS/PCC MEMBERS – AS HR FOR ADVICE IF NEEDED.

The employee should be sent the template “Invite to Disciplinary Appeal Meeting” letter. They should be notified in the letter of their right to be accompanied by an appropriate work colleague or Trade Union Representative.

The Appeals panel should be sent all information relating to the original investigation, notes of the meeting, and the outcome letter that was sent to the employee.

Where the appeals panel wish to speak to any witnesses to clarify further information, they should write to the witness and ask them to attend a meeting to discuss this.

**The meeting**

If the employee is not accompanied by a representative, the Chair should confirm that the employee is aware of their right to be accompanied before proceeding

The Chair should explain the format and purpose of the meeting (ie, to consider whether the disciplinary sanction was just and fair)

The Chair should explain when the outcome of the hearing will be known and how the outcome will be communicated to the employee

The Appeals Panel will ask the employee to state the reason why they are appealing the decision made by the disciplinary panel, and if they have any further evidence which they wish to bring to light.

The Appeals Panel will question the employee in order to gain clarification on areas that they have identified as needing further investigation, from the original notes and evidence presented as part of the disciplinary panel

The Chair should summarise the main points that have been discussed, and ask the employee if they wish to ask anything further

The meeting will then end, to allow the appeals panel to consider any additional evidence, including interviewing any witnesses relevant to the case

If additional evidence is considered or further explored, then the hearing **must** be reconvened so that the additional evidence can be put to the employee to enable them to comment on it.

The hearing should then be adjourned for a second time to consider the employees comments relating to the additional evidence.

The Chair of the Appeals panel will then write to the employee, within 5 working days, summing up the appeal hearing and communicating the final decision of the panel, and that there is no further right to appeal.