

Forest Heath District Council &
St Edmundsbury Borough Council

Appeal Policy and Procedure

September 2013



Appeal Policy

Aims of the Procedure

The purpose of this policy is to provide a standardised appeal procedure that applies to both St Edmundsbury Borough Council and Forest Heath District Council. This policy takes precedence over any appeal processes detailed in existing policies.

Appeal Procedure

1. Employees have a right of appeal against any formal written disciplinary warning, or a decision to dismiss resulting from the use of the separate Disciplinary, Capability, Ill Health or Probationary Procedures and from selection for redundancy or any other management action to dismiss. Employees may also use this Appeal Procedure against a decision from a formal Grievance Hearing or if they feel that a harassment complaint has not been investigated properly or treated seriously by management.
2. Appeals will be to an Appeals Panel.
3. An appeal must be lodged in writing to the Chief Executive within 10 working days of the employee being informed of the decision affecting them. The employee should detail the grounds of their appeal and provide all supporting information in a written 'Statement of Appeal'.
4. The Head of Human Resources will make the necessary arrangements to convene a suitable Staffing Appeals Panel. The panel will include two members of West Suffolk Councils' Joint Leadership Team, to be advised by a representative from HR. The panel will not have been involved in the case and, if possible, work at a higher level of authority in the organisation than the original disciplinary panel.
5. The actual procedure is set out below and employees will have full rights of representation.
6. Parties to an appeal should be notified of the hearing date, which should be no later than 20 working days of the Appeal being made. Only in exceptional circumstances should it be necessary to exceed this timescale. The Case papers will be sent to the parties no later than **five working days** before the hearing date. However, the timescales of this paragraph may be varied by agreement of the parties.
7. If, as a result of an appeal or any other review, disciplinary actions against employees are withdrawn or, on appeal, are found clearly to have been mistakenly instituted, all details will be removed from employees' personal files and they will be informed accordingly.

8. An appeals panel may:
 - (a) uphold the original decision,
 - (b) allow the appeal, or
 - (c) substitute its own alternative (but only in the most exceptional circumstances will the original sanction be increased in severity).
9. There is no right of appeal against a decision to dismiss taken as a result of unsatisfactory performance during the probation period.
10. An appeal is not intended to be in substitution for, or prejudicial to, employees' rights of appeal to the Employment Tribunal. However, apart from initial registration, Employment Tribunals usually satisfy themselves that internal appeal procedures have been exhausted before they entertain cases referred to them.
11. The procedure for Appeal Hearings is attached as Appendix A.

APPENDIX A

Staffing Appeals Panel Procedures

Introduction

The Chair of the Panel will introduce the members of the Panel to the proceedings.

The Appellant's case

The Appellant may make an opening statement and as part of the presentation of his/her case may call witnesses. New, relevant, evidence will be admissible.

The Management representative will have the opportunity to ask questions of the Appellant and any witnesses called after each witness has given evidence.

The Panel may, also, ask questions.

The Respondent's case

The Management representative may, also, make an opening statement and as part of the presentation of his/her case may, also, call witnesses. New, relevant, evidence will be admissible.

The Appellant will then have an opportunity to ask questions of the Management Representative, and any witnesses called after each witness has given evidence.

The Panel may, also, ask questions.

Re-examination

Both parties will be asked if they wish to re-examine any evidence before they proceed to the next stage.

Final statements

Both the Management Representative, and the Appellant (last) may make final statements if they so wish.

Adjournment

Either party may request an adjournment of the hearing at any stage.

Consideration of the case

All parties to the hearing will then withdraw.

The Panel will then deliberate. If it is necessary to recall either party or any witness to the hearing in order to clear up any points of uncertainty on the

evidence given, both parties will be recalled notwithstanding the fact that only one may be concerned with the point giving rise to doubt.

Decision of the Panel

The Panel will, if possible, give its decision to the parties immediately after the hearing but, in any case, such decision will be confirmed in writing.

Note:

- (i) Where a disciplinary appeal is against both the finding and the penalty, normally it may be necessary to deal with the appeal on the basis of a complete re-hearing. In this situation the procedure for disciplinary hearings should be (re)used.
- (ii) There may be situations where, with the agreement of all parties, the order of procedure can be reversed, ie the Management Representative will state his/her case first with the Appellant second. The order for final statements will always allow the Appellant the final submission.
- (iii) References to 'Appellant' are deemed to include anyone acting on their behalf.
- (iv) The decision of the Appeals Panel is final and there is no further internal right of appeal.

Appeal Policy and Procedure – Flow Chart

