

CHECKLIST FOR THE DISCIPLINING OFFICER REGARDING THE DISCIPLINARY HEARING

- Have all parties been made aware of the disciplinary charges
- Is the evidence provided balanced and comprehensive, or is there further evidence required
- Have all parties had reasonable access to copies of the evidence provided
- If required have appropriate witnesses been called
- Has reasonable time been given for all parties to respond to alleged charges
- As the Disciplining Officer, have you been able to ask any questions you have of all parties pertaining to the disciplinary charges
- As the Disciplining Officer, are you satisfied that there is comprehensive and balanced evidence upon which to make a decision, or whether further investigation is required

nb. The Disciplining Officer should normally inform the employee in writing of their decision regarding the disciplinary charges and any sanctions to be applied, together with the reasons for their decision. The employee will also be reminded of the right of appeal.

CHECKLIST FOR THE APPEAL OFFICER REGARDING AN APPEAL HEARING

- Has the employee (appellant) presented the basis for their appeal, the basis of the appeal must demonstrate at least one of the three points listed under 7c.
- Are any further questions required of the employee (appellant)
- Is any further evidence required from the Chair of the original disciplinary hearing regarding why they came to their decision

nb. Once the appeal has been heard no further evidence may be submitted by either the employee (appellant) or Chair of the original hearing.

- Having heard the basis of the appeal, questioned all parties and considered any new evidence, do you wish to
 - confirm the original decision; or
 - revoke the original decision; or
 - substitute a different disciplinary sanction.
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The Appeal Officer will normally inform the employee in writing of the Panel's final decision as soon as possible following the appeal hearing, usually within 5 working days.

nb. Dismissal will take immediate effect and is not delayed pending the outcome of an appeal. If the appeal is successful, the employee (appellant) will be reinstated with no loss of continuity of service or pay. Following the decision of the Appeal Officer, no further internal appeal may be heard.