

Appendix 5. Hearing and Appeals process

This document is designed to outline the hearing and appeals process linked to the Managing Employee Performance Policy

If your question is not answered, or if you need further advice or support then please contact the HR Advice team. You can either contact the HR Advisor for your Directorate or Ask.Hr@shropshire.gov.uk

1. Hearings

Where it is necessary to move to a hearing, the Hearing Officer will receive the report from the line manager and decide whether a formal hearing is required. The Hearing Officer will be responsible for managing the hearing process and, if deemed necessary, conducting the formal hearing meeting and will have delegated authority to deal with any outcome of the procedure, including dismissal where this is necessary.

Where the Hearing Officer determines that there is not a case to answer, the current process will end, and the employee will be notified of this in writing.

The procedure used for hearings will be that outlined in the Disciplinary Procedure.

Where a warning is issued, if for any reason, an employee is absent from work for a period of one month or more, then the duration of any warning will be automatically extended by the amount of time that they are absent.

2. Appeals

An employee has the right to appeal the decision to issue any formal warning, or dismissal.

Managers are able to issue any formal warnings as long as they follow due process and have taken HR advice.

The Appeal Hearing Officer must be more in a more senior position to the manager who issued any formal warning or dismissal.

The employee should submit their notification of appeal to the Executive Director for their area within fourteen calendar days of receipt of their letter detailing a sanction or dismissal. They should also clearly state the grounds for their appeal.

The procedure used for appeal will be that outlined in the Disciplinary Procedure.