CONDUCTING A GRIEVANCE/DISPUTE APPEAL MEETING

1. The employee, with support from their representative (if applicable) shall state their case and call any witnesses.

2. The members of the Panel and the management will have the opportunity to ask questions of the employee/representative for clarification.

3. The members of the Panel and the management will have the opportunity to question any witnesses called.

4. The employee/representative of the employee may re-examine his/her witnesses on any matters referred to in their examination by members of the Panel or the management side representative.

5. The management side representative shall state the case for Plymouth Hospitals NHS Trust and call any witnesses.

6. The members of the Panel and the employee/representative of the employee will have the opportunity to ask questions of the management side for clarification.

7. The members of the Panel and the employee/representative will have the opportunity to question any witnesses called.

8. The management side representative may re-examine his/her witnesses on any matter referred to in their examination by members of the panel or the employee/representative.

9. The employee, with support from their representative (if applicable) shall be entitled to sum up their case.

10. The panel may at their discretion adjourn an appeal in order that further evidence may be produced by either party.

11. The panel will adjourn to consider the evidence and make a decision.

12. If an immediate decision cannot be given, it shall be communicated in writing to both parties, usually within 5 working days of the meeting.

13. The decision of the panel for all grievance/dispute appeals shall be final and there will be no further internal recourse.