

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.