

**PROCEDURE TO BE FOLLOWED AT THE EMPLOYMENT APPEALS SUB-COMMITTEE**

1. The Appellant and his/her representative and the Management representative will be invited into the hearing together.

**2.0 Oral Submission**

- 2.1 The Appellant or his/her representative will state his/her case and call witnesses as appropriate.
- 2.2 The Officer presenting management's case will state his/her case and call witnesses as appropriate.
- 2.3 Following each oral presentation, Members of the Sub-Committee will have the opportunity to question either party. In addition, either party can ask questions of the other.
- 2.4 When a witness has finished making his/her statement, questions may be asked by Members of the Sub-Committee, the Appellant or his/her representative and the Officer presenting management's case or his Adviser.

**3.0 Summing Up**

- 3.1 The Management representative will sum up his/her case.
- 3.2 The Appellant or his/her representative will sum up his/her case

**4.0 The Decision**

- 4.1 All interested parties will then withdraw and will be requested to wait whilst the Sub-Committee deliberates. Should the Sub-Committee wish to clarify any points, both parties will be asked to return together.
- 4.2 The decision of the Sub-Committee will be given orally and will have immediate effect and will be confirmed in writing.

**Notes**

- 1 The aim of the oral submission is for each party to develop and support the arguments put forward in their statement of case. It should not repeat the written submission line by line.
2. New evidence/material not covered in the written statement may not be introduced by either party during the oral presentation or in summing up.
3. In summing up, each party's statement should be short, succinct and cover the main points of the submission.
4. Either party may ask for an adjournment at any stage during the meeting. An adjournment may be called, at the discretion of the Chairman, at any time during the meeting.
5. The Committee, at its discretion, may vary this procedure.