

# APPENDIX 1 - HEARING ARRANGEMENTS CHECKLIST

This Checklist is to act as a reminder for the School in arranging a Hearing.

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| **ACTION TO BE TAKEN BY SCHOOL** | **Completed** |
| Collate contact list of all attendees |  |
| Arrange dates  |  |
| Arrange location |  |
| Location arrangements* Main room

- 2 additional rooms - Employee & representative - Witnesses waiting room |  |
| Arrange note taker |  |
| Send arrangements letter to all |  |
| Bundle arrangements* Obtain prepared bundle
* Send to Employee, Disciplinary panel and HR Representative (Special Delivery if required)
* To arrive at least 10 working days before Hearing
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| Post Hearing Actions* Support with decision letter (HR to assist)
* Send decision letter within 5 working days of Hearing
* Send to Employee & copy representative (Special Delivery if required)
* Bring forward receipt of minutes of Hearing (Chair/HR)
* Bring forward Appeal deadline receipt (HR)
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