

# 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 |  |
| 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) |  |