

Inverclyde Council
Human Resources Appeals Board
Grievance Procedure

Procedure to be followed at the Hearing of a Grievance Appeal

1. At the appeal there may be present at all time, the appellant; his/her representative; the Service's representative(s).
2. A person or persons, acting in an advisory capacity to the appellant, his/her representative, or to the Service's representative, may also be present at the hearing, provided such persons are made known to the Appeals Board prior to the case commencing.
3. The appellant, or the appellant's representative will put forward his/her case in the presence of the Service's representative and call such witnesses as required.
4. The Service's representative(s) will have the opportunity to ask questions of the appellant, the appellant's representative and witnesses.
5. The members of the Appeals Board will then have the opportunity to ask questions of the appellant, the appellant's representative, and witnesses.
6. A Service representative will then present the Service's case, in the presence of the appellant, the appellant's representative, and may call witnesses.
7. The appellant and his/her representative will have the opportunity to ask questions of the Service's representative and witnesses.
8. The members of the Appeals Board will then have the opportunity to ask questions of the Service's representative and witnesses.
9. The Service's representative and thereafter the appellant, or the appellant's representative, will have the opportunity, if they so wish, to sum up the case in final clarification, introducing no new material.
10. The Service's representatives, the appellant and his/her representative, and any advisers if present, shall then withdraw.
11. The Appeals Board, in the presence of the Officer(s) appointed to assist the Appeals Board, will then deliberate in private, only recalling, if necessary, the Service's representative, the appellant and his/her representative, to clarify points of uncertainty on evidence already given. If recall is necessary, both parties are to return notwithstanding only one is concerned with the point giving rise to doubt.

12. The Appeals Board shall recall the Service's representative the appellant and his/her representative and announce their decision on the grievance, which will be confirmed in writing.
13. Under the Council's Scheme of Delegation to Committee, the Human Resources Appeals Board is authorised to uphold or reject grievances. The form of the decision to be announced by the Sub-Committee shall be one of the following as appropriate:-
 - ♦ That the grounds of the grievance have been substantiated and the grievance be upheld.
 - ♦ That the grounds of the grievance have not been substantiated and the grievance is not upheld.