Dear

**NOTICE OF APPEAL HEARING**

You have appealed against the *first level warning/ final warning/notice of dismissal\** confirmed to you in writing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

###### When the appeal will be heard

I wish to hear the appeal on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*date/time*) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*location*).

###### Format of the appeal hearing

I intend to conduct the appeal hearing using the following procedure:

1. Firstly, I will explain the purpose and format of the hearing and deal with any procedural issues that may arise.

2. I will then ask you to state your grounds and reasons for appeal.

3. I will then ask the officer who took the disciplinary action to respond.

4. I and my assisting colleague will question both the officer who took the disciplinary action and yourself.

5. I will give both parties the opportunity to make a closing statement, firstly the officer who took the disciplinary action, then yourself.

6. I will allow adjournments during the course of the hearing where they are necessary.

7. At the end of the hearing, I will adjourn the meeting.

1. During this adjournment, I will consider all of the relevant issues that have emerged from the hearing to make my decision.
2. I will then reconvene the meeting and announce my decision, along with the reasons for arriving at that decision. I will thereafter confirm my decision in writing.

###### Potential outcome of hearing

I will carefully consider your grounds for appeal, and the response made by the officer who took the disciplinary action, then decide whether there are sufficient and reasonable grounds to either:

1. uphold the appeal in full (whereupon all records of disciplinary proceedings will be removed); or
2. uphold the appeal in part. In such circumstances, it may be appropriate to reduce the level of disciplinary action taken against you; or
3. not uphold the appeal

The decision of this appeal hearing is final and there is no further right of appeal.

###### Your right to be accompanied

You have the right to be accompanied by a work colleague or trade union representative if you so wish. You are not permitted to be accompanied by your partner, a spouse or a legal practitioner.

I will be accompanied by *(name of officer)*.

###### Confirming your attendance

Please telephone me as soon as possible to confirm that the above date and time are suitable, whether you will be accompanied and, if so, by whom.

Yours sincerely

**NAME OF OFFICER CONDUCTING HEARING**