

Appeals

You have the right of appeal against a decision to set any Formal/Final Improvement Stage, enact a Health Capability Transfer or Dismissal. An appeal must be lodged, in writing, to the relevant Executive Director outlining the grounds of appeal, within 10 working days of receipt of the letter confirming the decision. Appeals will take place without unreasonable delay. **Appendix 1** details the arrangements for hearing appeals under this arrangement.

APPENDIX 1 – Appeals

For those employees engaged under Single Status, Craft and Teacher’s Terms and Conditions of Employment, appeals under this procedure will normally be heard at the following levels:

Formal Action	Responsibility
Formal Improvement Stage	Option of Independent Review or Formal Appeal by other manager/nominated Senior Management Team member in a different school
Final Improvement Stage	Appeal heard by Head of Service or other Nominated Officer
Dismissal	Appeal heard by Appeals Sub-Committee

There are no further rights of Appeal.

For employees engaged under Chief Officer Terms and Conditions of Employment, appeals under this procedure will normally be heard at the following levels:

Role of Chief Official	Formal Action (performance) can be taken by:	Formal Action	Responsibility
Head of Service or Depute Director	Depute Director or Executive Director	Improvement Stage	Independent Review or Formal Appeal heard by Executive Director
		Final Improvement Stage	Appeal Heard by Depute Chief Executive or Chief Executive
		Dismissal	Appeal heard by Appeals Sub-Committee
Executive Director or Depute Chief Executive	Depute Chief Executive or Chief Executive	Improvement Stage/Final Improvement Stage	Appeal heard by Chief Executive or Appeals Sub-Committee

There are no further rights of Appeal.

