Appendix 1

Redundancy Appeal Procedure
(other than for fixed term/open ended redundancies)

1 The employee will have the right to appeal a dismissal by reason of redundancy by writing to the Director of Human Resources within 10 working days of being in receipt of the decision to dismiss. The appeal should state clearly the grounds on which the employee wishes to appeal.

2 Appeals will normally be held within 20 working days of the appeal being lodged. The employee will be given written notice of the time and date of the appeal hearing, the right to accompaniment, and the names of the individuals who will make up the Appeal Panel at least 5 working days in advance of the hearing taking place.

3 The employee has the right to be accompanied by a Trade Union representative or by another employee of the University only. In the case of a member of the Principal’s Office, the accompanying person may be a member of the University Court.

4 In redundancy appeals, witnesses may be called by the employee. If this is the case, their names must be made available to Human Resources no later than 2 working days prior to the hearing. It is wholly the responsibility of the employee concerned to make initial contact with any individuals they may wish to call as a witness, obtain their agreement, inform them of the date, time and venue of the hearing and, if necessary, to source witness statements. Assistance from Human Resources will be provided on request, particularly in arranging release from duties to attend the hearing. The Chair/Panel may call witnesses and the employee will normally be advised of the names of these witnesses within 2 working days of the hearing. The Chair has discretion to allow submission of witness statements in the absence of the physical presence of the witnesses or to allow remote audio-visual means for hearing and questioning witnesses.

5 Composition of the Appeal Panel
For all staff with the exception of the Principal’s Office, the Appeal Panel will normally consist of:

- An external non-executive member of the University Court who will Chair the panel
- A member of the Principal’s Office
- A senior academic in the case of an academic being made redundant
- A member of Human Resources (in attendance)

For members of the Principal’s Office, the Appeal Panel will normally consist of:

- The Senior Governor of the University Court who will Chair the panel
- An external non-executive member of the University Court
5.3 None of the above panel members should have had any substantial previous involvement or have any substantial conflict of interest in the case.

6 The panel, the employee and the management representative/s will be provided with all relevant written material to enable full consideration of the case at least 5 working days in advance of the hearing taking place.

7 The Appeal Panel will hear evidence from both parties, ie the employee and the management representative/s. Both parties will be given the opportunity to present their case and call witnesses.

8 **Attendance at the Hearing**

   The employee should take all reasonable steps to attend the hearing on the date/time stated in the written notification. However, the hearing will be rescheduled to another time convenient for the employee and the University if the employee’s accompanying person is not available at the chosen time and the employee proposes a reasonable alternative that is within 5 working days of the original date (this time limit may be extended only by mutual agreement). If the date/time of the hearing is unsuitable to the employee for another reason, he/she should contact Human Resources who will consider whether the hearing can be rescheduled to a mutually convenient time.

   The Chair may at his/her discretion adjourn a hearing and reconvene at a later date if additional evidence needs to be obtained or if additional time is required for the hearing or if other circumstances justify such an adjournment.

9 At the appeal hearing, the reasoning for the original decision to dismiss by way of redundancy will usually be presented first, normally by the management representative who made the final decision. This will be followed by the appeal submission from the employee. Both sides are entitled to call witnesses and will be given the opportunity to raise points about the information provided by witnesses. Direct questions may put to witnesses at the discretion of the Chair. The Appeal Panel may also call and question witnesses. After all the submissions have been made and the questioning has been completed, both sides will be asked to summarise the main points of the case. The panel will then withdraw to consider its decision.

10 **The Appeal Panel has the authority to:**

   - Uphold the appeal
   - Reject the appeal

11 **Decision and Written Notification**

   On hearing the evidence, the Appeal Panel will adjourn to consider its decision. The decision will be confirmed to the employee in writing within 7 working days of the conclusion of the hearing.

   The decision of the Appeal Panel will be final and will mark the end of the University’s procedures.