APPEAL PROCESS

Hearing

Chairman's introduction

- Appellant's representative makes first oral submission
- Appellant make first oral submission (if s/he wishes to)

Submissions should be a few minutes up to an approx max of 15 mins

- Board Members ask appellant questions

- One departmental representative makes oral submission

This is the only opportunity during the hearing to exercise right of reply to anything heard from appellant or representative

- Board Members ask departmental representatives

Appellant invited to adjourn

Was the adiournment taken?

Yes – return to waiting rooms. Adjournment approx 10 mins

Once adjournment is complete all parties return to Board Room for final stage

No – move to final stage of hearing

- Appellant's representative to exercise right of reply and sum up case
- Appellant to share final thoughts with Board (if s/he wishes to)

Hearing ends and all parties leave

Board takes its decision once parties have left