

















Appeal
against level
3 Capability

HR to arrange Appeal
Panel to hear appeal

HR to invite individual to an
appeal hearing & request
documentary evidence &
names of witnesses

Employee to submit
documentary evidence and
names of witnesses to HR,
if relevant

Appeal Officer to confirm
witnesses required to
attend hearing, if
appropriate

Appeal Panel to hold
appeal hearing

Employee to make
arrangements for their
witnesses to attend
hearing

HR to send names of
confirmed witnesses and
copies of documentary
evidence to all parties

Appeal Chair to confirm in
writing outcome of appeal

Process ends