

## Aberdeenshire Council Appeals Committee

### In summary - the role of the Committee

#### Role:-

1. Be objective and maintain the credibility of the Appeals Committee by following a proper process;
2. Be fair to all parties;
3. Give a chance to be heard and to answer allegations;
4. Do not pre-judge the case;
5. Listen to the evidence;
6. Consider whether the authorised Officer of the Council has acted reasonably in the correct and proper exercise of the powers delegated to him/her;
7. Do not just substitute your own preferred outcome;

#### Remember:-

8. The appeal is a *review*, not a re-hearing. You should aim therefore to assess whether the decision of the authorised officer was reasonable;
9. You must consider the contractual and other basic employment obligations of both the employer and the employee;
10. You should be aware of and understand the policy or procedure in question – and you should not seek to revise the policies or procedures within an appeal hearing;
11. The outcome should be fair and reasonable – an objective assessment;
12. If evidence is disputed, decide which version of events is more credible;
13. You should not express a view during the course of the hearing;
14. As appeals are a civil matter, the applicable standard of proof is the balance of probabilities.