Issue resolved

At any point in the process the Chair can adjourn the resolution process and request that another process is started i.e. Disciplinary, Raising Concerns etc

Initial formal meeting (you, your companion, Chair, HR support) (Within 14 days of Chair being appointed)

At the meeting Chair will either explore issues and evidence with you or will take the view that an investigation is required

ISSUE

Appeal Chair appointed by HR (usually appointed within 7days of receipt of appeal)

Formal Appeal Meeting (within 28 days)

Appeal Outcome (within 7 days of meeting)

Issue resolved

Outcome (within 7 days of final meeting)

Second Formal Meeting (within 14 days of end of investigation)

Investigation (timescales jointly agreed but ideally to be completed within 28 days of commencement)

Appeal (14 days to appeal from date letter)

Chair appointed by HR (usually appointed within 7 days of formal request being raised)

Formal stage

Informal toolkit