
Order of Hearing

Owner	Birmingham City Council
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1. The employee and their representative and the headteacher or other person presenting the case shall attend the hearing simultaneously to present their respective cases.
2. The chairperson of the committee or the headteacher (when the head teacher is hearing the case) will perform the necessary introductions.
3. The headteacher or other person presenting the management case will present that case and may call witnesses.
4. The employee and/or the employee's representative may question the headteacher or other person presenting the management case.
5. The committee, or the headteacher (when the headteacher is hearing the case), and the school's HR advisor may question the headteacher or other person presenting the management case.
6. The employee and/or the employee's representative will present the employee's case and may call witnesses.
7. The headteacher or other person presenting the case may question the employee and/or the employee's representative.
8. The committee, or the head teacher (when the headteacher is hearing the case), and the school's HR advisor may question the employee and/or the employee's representative.
9. The questioning of any witnesses called will follow the sequence outlined above.
10. The headteacher or other person presenting the management case will sum up the case presented and should ensure that any advice they wish to give to the committee (and which a head teacher is entitled to give to a governing body or any of its committees) is given at this stage.
11. The employee and/or the employee's representative will sum up the employee's case.
12. The headteacher or other person presenting the management case and the employee and the employee's representative will withdraw from the hearing.
13. The committee, or the headteacher where the headteacher is hearing the case, will consider the evidence presented and take a decision.
14. The committee may recall the headteacher or other person presenting the management case and the employee with the employee's representative to clear points of uncertainty on the evidence given, provided that both parties are recalled even if the point of uncertainty concerns the evidence of one party only.