

# SCHEDULES

## SCHEDULE 1

### STATUTORY DISPUTE RESOLUTION PROCEDURES

#### PART III

#### GENERAL REQUIREMENTS

##### *Introductory*

**11.** The following requirements apply to each of the procedures set out above (so far as applicable).

##### *Timetable*

**12.** Each step and action under the procedure must be taken without unreasonable delay.

##### *Meetings*

**13.—(1)** Timing and location of meetings must be reasonable.

(2) Meetings must be conducted in a manner that enables both employer and employee to explain their cases.

(3) In the case of appeal meetings which are not the first meeting, the employer should, as far as is reasonably practicable, be represented by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).