

SCHEDULES

SCHEDULE 2

STATUTORY DISPUTE RESOLUTION PROCEDURES

PART 3

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).