

SCHEDULE

ACAS ARBITRATION SCHEME

XIV.

OUTLINE OF PROCEDURE BEFORE THE HEARING

Written materials

69. Written statements of case should briefly set out the main particulars of each party's case, which can then be expanded upon if necessary at the hearing itself. The statement should include an explanation of the events which led up to the dismissal, including an account of the sequence and outcome of any relevant meetings, interviews or discussions. The parties should come to the hearing prepared to address the practicability of reinstatement or re-engagement, in so far as the Employee seeks such remedies.