

**FORMAL PERFORMANCE IMPROVEMENT PROCEDURE
APPEAL AGAINST A WARNING OR DISMISSAL – RECORD OF
DECISION**



After the written record of the appeal hearing has been finalised and issued to the Jobholder, the Stage One/Stage Two/Final Stage Appeal Officer MUST complete this form to record:



- i. their decision; and*
- ii. the reasons for their decision.*

JOBHOLDER DETAILS

Name:		Payroll Number:	
Department and Business Area:		Grade:	
HPRM Container Ref/Departmental Records Management Ref:			

APPEAL HEARING DETAILS

Date of Hearing:	Click here to enter a date.	Location:	
Hearing conducted by:			
Name of Note-taker: <i>(If applicable)</i>			

The role of the appeal officer is to review the evidence and procedures relied upon by the relevant decision officer in making their decision to issue a warning or dismiss (as applicable). The decision whether to uphold or set aside the original decision is a matter of judgement for the appeal officer who has considered all the available information. In making their decision, the following will need to be considered:

- *the information provided by the Jobholder in relation to their grounds for appeal*
- *compliance with the arrangements in [HR policy 10.01 Performance Management, Section 8](#)*
- *whether the original decision was flawed or unfair*
- *the requirements of employment legislation that they act reasonably, and treat each case fairly and on its own merits*
- *the NICS core values of integrity, honesty, objectivity and impartiality (see [HR Policy 6.01 Standards of Conduct, Annex 1 NICS Code of Ethics](#)).*

DECISION

Tick ONE box below to indicate the decision you have reached and the outcome of this appeal.

1. I have decided to **uphold the original decision**. The outcome of this appeal is therefore:

written warning stands	<input type="checkbox"/>	'first and final' written warning stands	<input type="checkbox"/>
final written warning stands	<input type="checkbox"/>	dismissal stands	<input type="checkbox"/>

OR

2. I have decided to **set aside the original decision**. The outcome of this appeal is therefore:

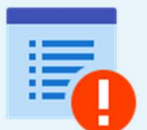
removal of written warning	<input type="checkbox"/>	removal of 'first and final' written warning	<input type="checkbox"/>
removal of final written warning	<input type="checkbox"/>	removal of dismissal	<input type="checkbox"/>

REASONS FOR MY DECISION

Clearly state the reasons for your decision in the space below. (To be completed in ALL cases.)



This information will be used when you prepare the appropriate memo/letter to notify the Jobholder of your decision.



SIGNATURE OF STAGE ONE/STAGE TWO/FINAL STAGE APPEAL OFFICER (as applicable)

Name:	
Signature: (if hard copy)	
Date:	Click here to enter a date.

NEXT ACTION

As the Stage One/Stage Two/Final Stage Appeal Officer, you must now notify the Jobholder of your decision (using outcome memo/letter FPIP AP: 4 or FPIP AP: 4.1 as applicable) and ensure that all appropriate action is taken.



REFER TO THE USER GUIDE, SECTION “APPEAL AGAINST A WARNING” OR “APPEAL AGAINST DISMISSAL” FOR FULL DETAILS.

Personal data collected on this form is processed solely for the purpose of conducting the formal performance improvement procedure (FPIP). Personal data will be securely stored and retained only for as long as necessary to manage this procedure and in line with departmental retention and disposal schedules. For further information, please refer to the Handling Personal Data Guidance section of the [FPIP User Guide](#) and the [NICSHR Privacy Notice](#).