

## SCHEDULE 4

### Procedure for appeal against a decision of the appropriate body

#### **Decision of the Council**

**17.—**(1) The decision of the Council may be made and announced at the end of the hearing but, in any event whether there has been a hearing or not, must be recorded immediately it is made in a document which must also contain a statement of the reasons for the decision and must be signed and dated by a person authorised by the Council.

(2) The Council must not later than the end of the period of 3 working days beginning with the date on which it made its decision—

- (a) send a copy of the document referred to in sub-paragraph (1) to the appellant, the appropriate body and the head teacher of the institution at which the appellant was employed at the completion of the appellant's induction period; and
- (b) if a person or body other than the appropriate body is named as the appellant's employer in the notice of appeal, notify that person or that body of its decision.