### STATUTORY INSTRUMENTS

# 2001 No. 1185

# TERMS AND CONDITIONS OF EMPLOYMENT, ENGLAND AND WALES

# The ACAS Arbitration Scheme (England and Wales) Order 2001

Made---23rd March 2001Laid before Parliament27th March 2001Coming into force21st May 2001

# THE ACAS ARBITRATION SCHEME (ENGLAND AND WALES) ORDER 2001

- 1. Citation, commencement, interpretation and extent
- 2. Commencement of the Scheme
- 3. Application of Part I of the Arbitration Act 1996
- 4. (1) Section 46(1)(b) of the Arbitration Act 1996 shall apply...
- 5. Enforcement of re-employment orders
- 6. Awards of compensation Signature

### SCHEDULE — ACAS ARBITRATION SCHEME

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### I. — INTRODUCTION

- 1. The ACAS Arbitration Scheme ("the Scheme") is implemented pursuant to...
- 2. The Scheme provides a voluntary alternative to the employment tribunal...
- 3. Resolution of disputes under the Scheme is intended to be...
- 4. The Scheme also caters for requirements imposed as a matter...

### II. — THE ROLE OF ACAS

- 5. As more fully explained below, cases enter the Scheme by...
- 6. Routing of communications
- 7. Paragraph 172 below sets out the manner in which any...

### III. — TERMS AND ABBREVIATIONS

8. The term "Employee" is used to denote the claimant (i.e....

- 9. The term "Employer" is used to denote the respondent.
- 10. The term "EC law" means: (i) any enactment in the...
- 11. With the exception of paragraph 21 (i) below ("Requirements for...

### IV. — ARBITRATOR'S TERMS OF REFERENCE

12. Every agreement to refer a dispute to arbitration under this...

### V. — SCOPE OF THE SCHEME

- 13. Cases that are covered by the Scheme
- 14. The Scheme does not extend to other kinds of claim...
- 15. If a claim of unfair dismissal has been referred for...
- 16. Waiver of jurisdictional issues
- 17. Accordingly, when agreeing to refer a dispute to arbitration under...
- 18. In particular, in agreeing to arbitration under the Scheme, the...
- 19. Inappropriate cases

### VI. — ACCESS TO THE SCHEME

- 20. The Scheme is an entirely voluntary system of dispute resolution:...
- 21. Requirements for entry into the Scheme
- 22. Where an agreement fails to satisfy any one of these...
- 23. Where: (i) a dispute concerning unfair dismissal claims as well...
- 24. Notification to ACAS of an Arbitration Agreement
- 25. For the purposes of the previous paragraph, an Arbitration Agreement...
- 26. Where an Arbitration Agreement is not notified to ACAS within...
- 27. Any such hearing and award will be governed by the...
- 28. Consolidation of proceedings

### VII. — SETTLEMENT AND WITHDRAWAL FROM THE SCHEME

- 29. Withdrawal by the Employee
- 30. Withdrawal by the Employer
- 31. Settlement
- 32. If such an agreement is reached: (i) upon the joint...
- 33. An agreed award shall state that it is an award...
- 34. In rendering an agreed award, the arbitrator:

### VIII. — APPOINTMENT OF AN ARBITRATOR

- 35. The ACAS Arbitration Panel
- 36. Appointment to a case
- 37. Once ACAS has been notified of a valid Arbitration Agreement,...
- 38. Arbitrator's duty of disclosure
- 39. Once appointed, and until the arbitration is concluded, every arbitrator...
- 40. Removal of arbitrators
- 41. Applications under the Scheme to remove an arbitrator on any...
- 42. If ACAS refuses such an application, a party may thereafter...
- 43. (1) Sections 24(1)(a) and (c), 24(2), 24(3), 24(5) and 24(6)...
- 45. Death of an arbitrator
- 46. Replacement of arbitrators
- 47. Once appointed, the replacement arbitrator shall determine whether and, if...

### IX. — GENERAL DUTY OF THE ARBITRATOR

- 48. The arbitrator shall: (i) act fairly and impartially as between...
- 49. The arbitrator shall comply with the general duty (see paragraph...

### X. — GENERAL DUTY OF THE PARTIES

50. The parties shall do all things necessary for the proper...

## XI. — CONFIDENTIALITY AND PRIVACY

- 51. Arbitrations, and all associated procedures under the Scheme, are strictly...
- 52. Hearings may only be attended by the arbitrator, the parties,...

### XII. — ARRANGEMENTS FOR THE HEARING

- 53. Initial arrangements
- 54. Once an arbitrator has been appointed by ACAS, a hearing...
- 55. The arbitrator shall decide the date and venue for the...
- 56. The ACAS Arbitration Section shall contact all parties with details...
- 57. Expedited hearings
- 58. Venue
- 59. Where premises have to be hired for a hearing, ACAS...
- 60. Assistance
- 61. Travelling expenses / loss of earnings
- 62. No loss of earnings are payable by ACAS to anyone...
- 63. Applications for postponements of, or different venues for, initial hearings
- 64. If the application is rejected, the initial hearing will be...
- 65. This provision does not affect the arbitrator's general discretion (set...

### XIII. — NON-COMPLIANCE WITH PROCEDURE

66. If a party fails to comply with any aspect of...

# XIV. — OUTLINE OF PROCEDURE BEFORE THE HEARING

- 67. Once a hearing has been fixed, the following procedure shall...
- 68. Written materials
- 69. Written statements of case should briefly set out the main...
- 70. Supporting documentation or other material may include (without limitation) copies...
- 71. The parties must also supply details of any relevant awards...
- 72. Legible copies of documents must be supplied to ACAS even...
- 73. No information on the conciliation process, if any, shall be...
- 74. Submissions, evidence and witnesses not previously notified
- 75. All representatives and witnesses who have been listed as accompanying...
- 76. Requests for documents
- 77. Requests for attendance of witnesses
- 78. Preliminary hearings and directions
- 79. In the course of a preliminary hearing or in correspondence,...

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- 80. Arbitrator's overall discretion
- 81. Language
- 82. Witnesses
- 83. Examination by the arbitrator
- 84. Representatives
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- 87. Non-attendance at the hearing
- 88. In the case of the non-attendance of the Employee, if...
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- 90. Appointment of legal adviser
- 91. The legal adviser will be appointed by ACAS, to report...
- 92. The arbitrator shall allow the legal adviser to attend the...
- 93. The parties shall be given a reasonable opportunity to comment...
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95. In deciding whether the dismissal was fair or unfair, subject...

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- 96. Form of the award
- 97. The award (unless it is an agreed award) shall:

- 98. Awards on different issues
- 99. The arbitrator may, in particular, make an award relating:
- 100. If the arbitrator does so, he or she shall specify...
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- 102. In the event that the arbitrator finds that the dismissal...
- 103. In cases where the arbitrator finds that the dismissal was...

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- 105. An order for re-engagement (which must be in the form...
- 106. Choice of remedy
- 107. If the arbitrator decides not to make an order for...
- 108. If ordering re-engagement, the arbitrator shall do so on terms...
- 109. Permanent replacements
- 110. Reinstatement
- 111. If the Employee would have benefited from an improvement in...
- 112. In calculating for the purposes of paragraph 110 (i) above...
- 113. Re-engagement
- 114. In calculating, for the purposes of paragraph 113 (iv) above,...
- 115. Continuity of employment

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- 116. When an arbitrator makes an award of compensation, instead of...
- 117. Where paragraph 142 below applies, an award of compensation shall...
- 118. The basic amount
- 119. As to the "effective date of termination":
- 120. In determining "continuous employment", the arbitrator shall have regard to...
- 121. The "appropriate amount" means: (i) one and a half weeks'...
- 122. In calculating the amount of a week's pay of an...
- 123. Where twenty years of employment have been reckoned under paragraph...
- 124. Where the effective date of termination is after the sixty-fourth...
- 125. The "appropriate fraction" means the fraction of which:
- 126. Minimum basic amounts in certain cases

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### Working time cases

### Trustees of occupational pension schemes

### Employee representatives

### Union membership or activities

### Other categories

- 127. Before any reductions are taken into account under paragraphs 130-134...
- 128. Basic amount of two weeks' pay in certain cases
- 129. For the purposes of this Scheme: (i) for the definition...
- 130. Reductions to the basic amount
- 131. Where the arbitrator considers that any conduct of the Employee...
- 132. The preceding paragraph does not apply in a redundancy case...
- 133. Where the Employee has been awarded any amount in respect...
- 134. The basic amount shall be reduced or further reduced by...

- 135. The compensatory amount
- 136. The loss referred to in paragraph 135 above shall be...
- 137. In ascertaining the loss referred to in paragraph 135 above,...
- 138. In determining, for the purposes of paragraph 135 above, how...
- 139. Reductions to the compensatory amount
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- 141. Internal appeal procedures
- 142. Where an award of compensation is to be made, and...
- 143. In determining the amount of a reduction under paragraph 141...
- 144. The amount of such a reduction or supplementary amount shall...
- 145. Limits on the compensatory amount
- 146. The limit referred to above applies to the amount which...
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- 149. The award shall be confidential, and shall only be issued...

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- 150. Scrutiny of awards by ACAS
- 151. Correction by the arbitrator
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- 153. Any application by a party for the exercise of this...
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- 155. Any additional award shall be made within 56 days of...
- 156. Any correction of the award shall form part of the...

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- 157. Effect of awards
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- 160. Awards of reinstatement or re-engagement will be enforced by the...
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- 162. Challenges on grounds of substantive jurisdiction
- 163. Challenges for serious irregularity
- 164. Appeals on questions of EC law and the Human Rights Act 1998
- 165. Time limits and other procedural restrictions on challenges to awards
- 166. Common law challenges and saving
- 167. Challenge or appeal: effect of order of the court

### XXV. — LOSS OF RIGHT TO OBJECT

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- 169. An arbitrator under this Scheme is not liable for anything...
- 170. ACAS, by reason of having appointed an arbitrator or nominated...

### XXVII. — MISCELLANEOUS PROVISIONS

- 171. Requirements in connection with legal proceedings
- 172. Service of documents and notices on ACAS or the ACAS Arbitration Section
- 173. Paragraph 172 (above) does not apply to the service of...
- 174. Service of documents or notices on any other person or entity (other than ACAS or the ACAS Arbitration Section)
- 175. If such a notice or other document is addressed, pre-paid...
- 176. Paragraphs 174 and 175 (above) do not apply to the...
- 177. Powers of court in relation to service of documents
- 178. Reckoning periods of time

# ${\it XXVIII-TERRITORIAL\ OPERATION\ OF\ THE\ SCHEME}$

179. The Scheme applies to disputes involving an Employer who resides... APPENDIX A —

**Explanatory Note**