# TEMPLATE LETTER 7

**RE-ARRANGED DISCIPLINARY HEARING NOTIFICATION**

**PRIVATE & CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**RE-ARRANGED DISCIPLINARY HEARING NOTIFICATION**

I refer to the previous correspondence you have received, informing you of the arrangements for your Disciplinary Hearing.

As the hearing did not take place because **(INSERT REASON)** set out below are the arrangements for your re-arranged Disciplinary Hearing:

**Date:**

**Time:**

**Venue:**

You should report to reception and ask for **(INSERT NAME/DESIGNATION)**

As this is a re-arranged Disciplinary Hearing, you are reminded that the hearing will proceed in your absence should you not attend.

You are advised that if you choose not to attend or you are unable to attend the hearing you may wish to make arrangements for your representative to attend and/or for a written statement of case to be submitted for the Disciplinary Panel to consider in your absence. The re-arranged hearing will take place and your case will be considered based on the written documentation you have submitted and/or the presentations of your representative in your absence.

As previously advised, the hearing will be conducted by a Disciplinary Panel consisting of two senior managers. The managers concerned are:

**(INSERT NAME/DESIGNATION)** (Panel Chair)

**(INSERT NAME/DESIGNATION)** (Panel member)

Also in attendance will be a HR Adviser **(INSERT NAME),** a management representative to present the management case **(INSERT NAME/DESIGNATION)** and the Investigator **(INSERT NAME)** who will present the findings from the recent investigation**.**

The specific allegations which will be considered at the Disciplinary Hearing are as previously notified, namely **(INSERT DETAIL OF ALLEGATION(S)).**

You are reminded that in view of the seriousness of these allegations the Disciplinary Panel will consider what disciplinary action to take, if any, and whether the Council can continue to have trust and confidence in your ability to carry out your job. You need to be aware that all disciplinary matters are considered serious and a range of sanctions are available including dismissal.

During the course of the hearing you will have the right to hear and question all evidence presented in respect of the allegations and to provide a statement on your own behalf.

**(INSERT/DELETE)** You have previously been provided with the documents which will be presented at the hearing

**OR**

 **(INSERT/DELETE)** In accordance with the Council’s disciplinary procedure a full documentation pack including a copy of the evidence the Council will be presenting has to be issued to you and your representative (where applicable) a minimum of 5 working days prior to the hearing. Therefore, any documentation you wish to present must be received by me no less than 7 working days prior to the hearing so it can be included in the documentation pack. This will ensure the documentation pack can be sent to the Disciplinary Panel and others who will be attending in good time and avoid unnecessary delays at the hearing.

You should note that in the event any documentation is submitted late, it will be for the Chair of the Disciplinary Panel to decide whether or not this is to be considered at the hearing.

**(INSERT AS APPROPRIATE)** As previously notified, it is not management’s intention to call witnesses to the hearing **OR** As previously notified, it is management’s intention to call witnesses to the hearing, as follows **(INSERT NAMES/TITLES)** . You are reminded that if you would like to call any witnesses you must inform me by means of the return of the enclosed copy of this letter. As previously advised, you are responsible for inviting any witnesses you wish to attend. You are also reminded that under the Council’s disciplinary process, Council employees are not obliged to attend a Disciplinary Hearing, as a witness for a fellow employee, should they not wish to do so. Therefore, in the event you request any Council employees to attend as witnesses it will be for the individuals concerned to decide whether or not they wish to do so.

You are also reminded that as this is a formal Disciplinary Hearing you may be accompanied by a Council work colleague, recognised trade union officer or recognised trade union representative. Furthermore, you are reminded that designated Support Officers are not permitted to attend Disciplinary Hearings. A copy of this letter has therefore been forwarded to your representative **(INSERT IF APPLICABLE)**

Please note that electronic, audio or video recording by any device of the hearing will not be permitted, unless express authorisation has been received from the appropriate senior manager prior to any such recording taking place.

Where the nominated notetaker at meetings and/or hearings associated with the process feels it is necessary to make an audio recording in order to support with the preparation of the notes, the requirement to make the recording will be clarified with all present at the start of the meeting.

The above is in accordance with the Council’s Disciplinary Policy and Procedure, a copy of which was provided to you in earlier correspondence.

You are required to acknowledge receipt of this letter by signing the attached copy and returning it to me, by return of post. A pre-paid envelope is provided.

You should note that your manager, the Investigator and those attending the hearing will be provided with a copy of this letter. This includes your representative.

Yours sincerely

Name

HR Adviser

I acknowledge receipt of the letter, notifying me of the arrangements for a re-arranged Disciplinary Hearing, as detailed above. I confirm my attendance.

SIGNED…………………………………………… DATE…………………………..

NAME (Print)………………………………………………………………………….

I will/will not\* be accompanied at the re-arranged hearing. I will be accompanied by:

Name: ……………………………………… Title: ………………………………….

**(\* delete as appropriate)**

I will be forwarding my documentation for presentation at the re-arranged hearing by no later than …………………. (please insert date)

I do not intend to call witnesses**\*\***

I intend to call the following witnesses**\*\***

Name: --------------------------------------- Title: -----------------------------------

Name: --------------------------------------- Title: -----------------------------------

**(\*\* delete as appropriate)**

Updated June 2016