TEMPLATE LETTER 6

**DISCIPLINARY HEARING NOTIFICATION**

**PRIVATE & CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**DISCIPLINARY HEARING NOTIFICATION**

Further to our previous correspondence/ discussions with your manager informing you of the outcome of the recent investigation into allegations of misconduct against you, I am writing to confirm that you are required to attend a Disciplinary Hearing, as detailed below:

**Date:**

**Time:**

**Venue:**

**OR -**This meeting is scheduled to take place using MS Teams/ Zoom and there is a link included within the invite and also in Outlook calendars where this has been sent electronically.

Please refer to the attached Appendix 1 document which includes guidance on etiquette for virtual meetings.

If you have any specific requirements in being able to use this facility, or would like to discuss any adjustments you would like included within the meeting, please contact me as soon as possible to discuss.

Additionally, if you would like to suggest an alternative method in conducting this meeting, please contact me as soon as possible to discuss.

The hearing will be conducted by a Disciplinary Panel consisting of the following two senior managers:

**(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),** the Investigator **(INSERT NAME)** who will present information from the recent investigation and a note taker**.**

The specific allegation(s) which will be considered at the Disciplinary Hearing is/are as follows **(INSERT DETAIL OF ALLEGATION(S)).**

In view of the seriousness of this/these allegation(s) 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 allegation(s) and to provide a statement on your own behalf.

**(INSERT/DELETE)** Please find enclosed the investigation report, accompanying interview records and appendices and a document outlining how the hearing will be conducted.

Any documentation you wish to be considered must be received by me no later than 7 working days prior to the hearing so that it can be distributed to all who will be attending 5 working days prior to the hearing.

Where necessary, please ensure the information you provide is redacted in accordance with the Council's Corporate Redaction Guidance.

The management representative has also been informed of the above.

**OR**

**(INSERT/DELETE)** The investigation report, accompanying interview records and appendices and a document outlining how the hearing will be conducted will follow shortly. Once received, in accordance with the Council’s disciplinary procedure, any documentation you wish to be considered must be received by me no later than 7 working days prior to the hearing so that it can be distributed to all who will be attending 5 working days prior to the hearing.

Where necessary, please ensure the information you provide is redacted in accordance with the Council's Corporate Redaction Guidance.

The management representative will also be informed of the above.

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

**(INSERT AS APPROPRIATE)** It is not management’s intention to call witnesses to the hearing.

**OR**

It is management’s intention to call witnesses to the hearing, as follows: **(INSERT NAMES/TITLES)**

If you would like to call any witnesses you must inform me by means of the return of the enclosed copy of this letter. You are responsible for inviting any witnesses you wish to attend. In accordance with the Council’s disciplinary procedures you are able to call witnesses. You should note, however, that the Council’s procedures do not stipulate that a Council employee is obliged to attend as a witness for a fellow employee, should they not wish to do so. Therefore, in the event you wish to call any Council employees as witnesses it will be for the individuals concerned to decide whether or not they wish to attend the hearing in this capacity.

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. **(INSERT IF APPLICABLE)** A copy of this letter has been forwarded to your representative.

Please note that the hearing may proceed in your absence should you or your representative fail to attend without advance notification to me and without good reason.

If there is good reason to postpone the hearing it will be rearranged within 5 days or as soon as is practicable. In this event, you will be advised of the rearranged date in writing and if you are unable to attend on this date, then your case will be considered based on the written documentation you provide and/or the presentations made by your representative in your absence.

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 note taker 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 hearing.

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 one copy and returning it to me, in the pre-paid envelope enclosed.

Your manager, the Investigator and those attending the Disciplinary Hearing will be provided with a copy of this letter.

Yours sincerely

Name

HR Adviser

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

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

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

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

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

I do not intend to call witnesses**\* or** I intend to call the following witnesses**\***

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

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

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