**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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| --- | --- |
| **NAME**  **ADDRESS1**  **ADDRESS2**  **ADDRESS3**  **POST CODE** | **Date: DATE**  **Ref No:**  **Direct Line: Number**  **Email:**  **Contact: NAME** |
|  |  |

Dear **[name]**

**Invite to Disciplinary Appeal Hearing**

I write to confirm the arrangements for the appeal hearing regarding the decision to issue you with a **[decision – disciplinary sanction issues]** following the disciplinary hearing on **[date].**

**Date: [date]**

**Time: [time]**

**Location: [location]**

The purpose of this hearing is to consider your appeal against **[previous panel’s decision]** in relation to the allegation that **[specific allegation].**

The appeal hearing will be conducted in accordance with NHS Greater Glasgow and Clyde Disciplinary Policy & Procedure. A copy of the policy can be accessed via HR Connect. If you have any difficultly accessing a copy of the policy please let me know.

I will chair the appeal hearing supported by **[HR name, job title]**. **[If applicable [name(s)] will provide professional support to the hearing]**

**[Disciplining manager]** will present the management statement of case, supported by **[if applicable, HR name/job title].**

You are entitled to be accompanied by a recognised accredited Trade Union/ Professional Organisation representative, colleague or friend not acting in a legal capacity.If you would like to be accompanied by someone other than those listed above, please contact me to discuss this. It is your responsibility to arrange this, but if you require any advice about how to do it, please contact **[name, post title and contact details]**.

You are required to submit your written statement of case, along with any supporting information, at least 5 working days prior to the date of the appeal hearing. You should submit your written statement of case directly to me no later than **[add date].**

You also have the right to call any witnesses, if you wish to do so, either you or your representative **[add date].** I would remind you that it is your responsibility to ensure that any witnesses called are available for the hearing.

The Management Statement of Case will also be sent to you at least 5 working days prior to the date of the appeal hearing. I must also emphasise that this is your final right of appeal.

Please contact **[name, job title and contact details]** by **[date]** to confirm that you will attend this hearing and, if applicable, who you will be accompanied by.

If for any reason either you or your representative/companion is unable to attend at the specified time you must ensure you give me adequate notice of this, so that the hearing may be rearranged to a mutually suitable time. Failure to attend the hearing with no prior notification may result in the hearing still going ahead. Any decision regarding the outcome may be taken in your absence.

In the meantime, please do not hesitate to contact me on **[phone number]** if you have any questions.

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**