**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]**

**Outcome of Disciplinary Appeal Hearing**

I write to advise you of the outcome of your disciplinary appeal hearing, which was held in accordance with NHS Greater Glasgow and Clyde Disciplinary Policy & Procedure.

The disciplinary appeal hearing was held on **[date]** in **[location].**

The purpose of this disciplinary appeal hearing was to consider your appeal against the decision of **[action being appealed/ sanction issued]** which was issued at a disciplinary hearing on **[date]**.

I chaired the hearing supported by **[HR name, job title]**. **[Disciplining manager]** and **[if applicable, HR name, job title]** presented the management statement of case. ***Insert either*:** **[You attended with** **[name of person representing / accompanying the employee & name of organisation if relevant]** ***OR*: [You attended unaccompanied and confirmed you were happy to proceed on that basis].**

It was explained that the disciplinary appeal hearing was held in accordance with NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedure. In addition, the process for the appeal hearing was explained to all parties.

It was confirmed that **[Disciplining Manager]** had requested **[name, job title]** attend the disciplinary appeal hearing as a witness. You/your representative **[name, job title]** had requested that **[name, job title]** attend the disciplinary appeal hearing as a witness.

**OR:**

It was confirmed that no witnesses would be called to the disciplinary appeal hearing by either party.

**[Disciplining Manager]** presented the following main points on the evidence that was used when deciding on an appropriate outcome from the disciplinary hearing:

**[Details including where witnesses have been called, main reasons disciplinary sanction was issued, documents referred to, any alternatives considered]**.

In response, you **[and/or representative]** explained the following:

**[Details including response to the disciplinary process, reasons why decision was unfair, any mitigating circumstances, where witnesses have been called]**.

Following the presentation of both statements of case, with the opportunity for each side to be questioned and to ask questions, there was an adjournment to allow the appeal panel to consider the case and make a decision.

Having given careful consideration to the information presented at the appeal hearing and **[if applicable]** taking into account your mitigating circumstances of **[details as above] / [alternatives],** the panel has **[upheld/not upheld]** your appeal.

**If appeal against a warning not upheld:** The warning issued to you on [**date**] will therefore be held on file for **[number]** months from the date of the initial disciplinary hearing. If there is no further cause for concern relating to **[your conduct/ attendance etc]** then this warning will be removed from your file and destroyed. However you should be aware that any further misconduct could lead to a further disciplinary hearing where a sanction up to and including dismissal could be issued.

**If appeal against a warning changed**: The warning issued to you on **[date]** will therefore be **[removed/reduced to [different] warning],** effective for [**number**] months from that date. If there is no further cause for concern relating to **[your conduct/ attendance etc]** then this warning will be removed from your file and destroyed.

You should be aware that the internal procedure has now been exhausted, and you have no further right of appeal against this decision.

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

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**