**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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

Dear **[name]**

**Invite to Disciplinary Hearing**

I write in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy & Procedure to inform you that, following conclusion of a formal investigation, you are required to attend a disciplinary hearing on:

**Date: [date]**

**Time: [time]**

**Location: [location]**

The purpose of the hearing is to consider the [**allegation/ allegations**] against you.

The allegation is **[specific details of allegations, date, location - list allegations if more than one]:**

I will chair the disciplinary hearing and will be supported by **[HR Name, Job Title].** The Management Statement of Case will be presented by **[Investigating Officer Name and Job Title]** supported by **(if applicable)** **[HR Name and job title]**. **[Investigation Officer name]** intends to call **[names, job titles]** as witnesses to the disciplinary hearing **or** **[Investigating Officer name]** does not intend to call any witnesses to the disciplinary hearing.

You are entitled to be accompanied by a recognised accredited Trade Union/ Professional Organisation representative, colleague, friend or relative 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.

You also have the right to call any witnesses. If you wish to do so, either you or your representative should advise me of the names of the witnesses relevant to the case at least 5 working days prior to the date of the hearing. I would remind you that it is your responsibility to ensure that any witnesses called are available to attend the hearing. In addition, your case should be submitted to me no later than [**number**] days prior to the hearing.

**Either:**

I have enclosed a copy of the Management Statement of Case that will be referred to at the hearing.

**Or:**

The Management Statement of Case, as per policy, will be sent to you at least 5 working days prior to the date of the disciplinary hearing.

As a result of the hearing it is possible that disciplinary action, up to and including dismissal, may be taken as per NHS Greater Glasgow and Clyde Disciplinary Policy and Procedure.

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, if you have any questions, please also contact me as soon as possible.

**[If applicable:** Your suspension on full pay will continue pending the outcome of the disciplinary hearing.**]**

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

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**