**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]**

**Suspension from Duty**

Further to our meeting on [**date**], I write to confirm your suspension from duty, on full pay, pending a formal investigation into allegations made against you relating to **[details of allegation/s]**. Also present, as a witness, at the suspension meeting was **[name, job title]. [You were accompanied by add name].**

Your suspension from duty is with effect from **[date]** andwill be reviewed on completion of the investigation. Please also be aware that your suspension from work does not constitute disciplinary action. It is being applied to secure the welfare of all parties, facilitate a fair and timely investigation, [**if applicable: minimise risk of [risks]** and gather all the relevant facts. Your suspension from duty will be managed in accordance with NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedure and I enclose a copy for information.

Please note that the designated point of contact (Contact Officer) for you during your suspension is **[name]**. The Contact Officer is available to keep you up to date with progress of the investigation and is the recognised point of contact for any issues you may wish to raise, however they are independent from the investigation. You may contact **[name]** at any time during normal office hours on **[phone number].** Please advise your Contact Officer if you have annual leave already authorised for the period of your suspension, and please ensure you keep them up to date with arrangements for getting in touch with you.

During the period of suspension, you must:

* make yourself available for contact during your normal working hours; and
* be available to attend for investigatory hearings as required;

You must not:

* work for this organisation or another employer during any periods where you would normally be employed by this organisation;
* attend any employment with NHS Greater Glasgow and Clyde including working bank shifts; or
* enter any of NHS Greater Glasgow and Clyde’s premises or contact anyone within the organisation except as set out below, and to attend at meetings in relation to the investigatory process,

Should you need to:

* receive treatment at NHS Greater Glasgow and Clyde Hospital/Health Centre premises;
* visit a friend or relative who is an in-patient in NHS Greater Glasgow and Clyde,
* accompany a friend or relative for treatment;
* liaise with your Trade Union Representative, or
* alter your availability due to, for example, planned annual leave,

You should inform your Contact Officer in advance wherever possible. Please be advised any breach of these conditions may constitute a disciplinary offence. Your work e-mail account will be suspended for the period of your suspension from work.

The investigation will be conducted by **[name of investigating officer, job title]** supported by an HR practitioner. The investigation will be conducted in accordance with NHS Greater Glasgow and Clyde Disciplinary Policy and Procedure. **[Investigating officer, job title]** will write to you directly to confirm the arrangements for your investigatory meeting. The investigation meeting will provide you with the opportunity to respond to the allegations and submit a statement.

You should be aware that a possible outcome of the investigatory process is the need to convene a formal disciplinary hearing, which may result in disciplinary action being taken, up to and including dismissal.

Finally, you will be paid your full pay, including any regularly paid unsocial hours and enhancements, during the period of suspension from duty.

***Or in registration lapse cases only***

Finally, your suspension from duty will be unpaid, as per the Boards Employment of Statutory Registered Professionals policy. A copy of the policy can be located on HR Connect.

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

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**