**Misconduct**

**Supported Improvement**

**Investigation**

**Suspension**

Invite to informal support improvement meeting.

When an allegation is made allow the employee the opportunity to respond to the allegation

Local PCM should be contacted and then the manager should log this with HRSAU

 Mnaag

Commissioning manager should complete an investigation Terms of Reference and allocate suitable investigating officer being aware of timescales and availability.

Did not meet required improvements

Implement supported improvement plan and set expected timescale

No further action

Achieved required improvements

Manager should contact next in line manager. Log case with HRSAU. OH referral if requested

Employee reverts to sick leave

Report submitted to Commissioning Manager

Management Statement of Case should be compiled and referred back to the Commissioning manager with recommendations for a decision to be made

The Investigation panel should email/post 2 copies of the Investigation notes to the employee for amendments. [Disciplinary Templates](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/disciplinary-policy-procedure-overview/disciplinary-tools-templates/)

Statements and other relevant information should be discussed with the employee to fully understand the circumstances surrounding the allegation(s).

Statements, investigation notes and other relevant information should be included in the report

Disciplinary hearing arranged by Commissioning Manager. Disciplinary invite letter sent to employee with at least 5 working days notice by disciplinary chair. [Disciplinary Templates](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/disciplinary-policy-procedure-overview/disciplinary-tools-templates/)

Disciplinary Hearing

Supported Improvement

Commissioning manager should issue Investigation Outcome letter [Disciplinary Templates](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/disciplinary-policy-procedure-overview/disciplinary-tools-templates/)

No case to answer

Commissioning manager should issue Investigation Outcome letter [Disciplinary Templates](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/disciplinary-policy-procedure-overview/disciplinary-tools-templates/)

Refer to OH for advice on whether employee is fit to participate in investigation.

Allocate suitable suspension contact officer. Manager should issue suspension letter. OH referral if requested

Investigation panel will arrange to formally meet with employees to discuss the allegation. Statements should be collected. A formal invite letter should be sent to the employees at least 5 working days prior to the meeting. [Disciplinary Templates](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/disciplinary-policy-procedure-overview/disciplinary-tools-templates/)

Employees invited to attend Investigatory meeting