**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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

Dear **[name]**

##### Outcome of Disciplinary Hearing

I write to confirm the outcome of the disciplinary hearing held in accordance with NHS Greater Glasgow and Clyde Disciplinary Policy and Procedure. The disciplinary hearing was held on **add date** at **add location** to consider the following allegations:

**Add allegations**

I chaired the panel supported by **if applicable, Professional Advisor name and HR name and title.** Themanagement statement of case was presented by **add investigating officer name** supported by **if** a**pplicable, HR name and title**. You confirmed you had received a copy of the management statement of case in advance of the hearing.

***Insert either*:**

You were accompanied by add representative or companion name

**OR**

You were unaccompanied and confirmed you were happy to proceed on that basis.

It was explained that the disciplinary hearing was held in accordance with NHS Greater Glasgow and Clyde Disciplinary Policy and Procedure and may result in disciplinary action being issued, **up to and including dismissal [only add if applicable]**. In addition, the process for the disciplinary hearing was explained to all parties.

It was confirmed that **[Investigating Officer name]** had requested **[names, job title]** attend the disciplinary hearing as a management witness. You confirmed **[name job title]** will attend the disciplinary hearing as a witness to support your case.

**OR:**

It was confirmed that no witnesses would be called to the disciplinary hearing.

**[Investigating Officer]** presented the following key points from the management statement of case:

**[Details including where witnesses have been called, main points of the management statement of case and confirmation of the documents referred to]**.

In response, you **[or your representative on your behalf]** explained the following:

**[Details including response to the allegations, mitigating circumstances, where witnesses have been called]**.

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

I have now taken the opportunity to consider all the information presented at the hearing and taken into account **[your mitigating circumstances of]** or **[details as above]**;I conclude that the case warranted **[no action/ misconduct / gross misconduct]**.  **[If applicable:** I did consider **[redeployment / lesser warning / downgrading]**,however did not feel that this would be appropriate in this instance due to **[add reason].**

Therefore, it is my decision **[outcome – no action/ confirm level of disciplinary sanction,** as defined in NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedure effective from **[date of hearing].** The warning will be placed on your employment record on **[date]** and will be disregarded for disciplinary purposes after a period of [**add number]** months. If there is no further cause for concern relating to **[your conduct]** the warning will be removed from your file and destroyed on **[add date].**

I must advise you this decision has not been made lightly. These matters are clearly very serious and, in terms of identifying the appropriate disciplinary sanction in the circumstances, full consideration was given to a number of options.

**[Reasons for the decision, indicating the evidence which each reason was based on]**

**[GROSS MISCONDUCT ONLY:** We also believe that your actions relating to these matters have also resulted in **[an irreparable breakdown in trust in the employment relationship OR the organisation/profession being brought into disrepute etc due to ...]**

The conduct and/or behaviour and/or performance which you are required to improve is:

* **Brief description**

The actions you are expected to take to improve are:

* **Actions**

You should be aware that any further acts of misconduct, whether the same or a different nature, may lead to further investigation and more serious disciplinary action being taken against you.

In addition to **[disciplinary sanction if relevant]**, the following actions will be taken to support you to improve:

* **Details of agreements, measures, or actions e.g. training and development, management of capability, action plans, relocation etc) with the timescales**

**[Name job title]** will be responsible for ensuring these actions are taken.

Your **[conduct and/or behaviour and/or performance]** will be monitored during the next **[timeframe]**. The first meeting to review your progress will be held in **[number]** weeks’ time with **[name and job title]**.

**[REFERRAL TO PROFESSIONAL BODY: I should also advise you that [name], in a professional capacity, may formally notify [name of professional body] regarding [name of organisation]’s decision to [insert disciplinary sanction]. In his/her letter to [name of professional body], [name of referrer] may recommend that your case is heard by a conduct hearing. The professional body will review the referral and decide if action requires to be taken, this could include you being removed from the professional register.**

**[Dismissal]**

**EITHER:** As a result of NHS Greater Glasgow and Clyde terminating your employment you are entitled to payment of [**number**] weeks pay in lieu of notice with effect from [**date of hearing**]. The Payroll Department has been notified and will arrange for payment of any outstanding monies due to you and will issue your P45.

**OR (if summarily dismissed):** As your employment has been terminated by reason of your gross misconduct, you have been summarily dismissed without notice. You will be paid for any outstanding annual leave entitlement which you have not used within the current leave year. The Payroll Department has been notified and will arrange for payment of any outstanding monies due to you and will issue your P45.

**IN ADDITION TO EITHER ADDITIONAL DISMISSAL PARAGRAPH ABOVE**:

You should arrange to return any NHS Greater Glasgow and Clyde property including your ID badge, uniform, keys and mobile phone to **[name, job title contact details]** no later than **[add date].**

**IF NECESSARY:** Arrangements will be made to contact you separately in relation to your removal expenses/lease car.

**FOR SANCTIONS ONLY:** I have enclosed 2 copies of this disciplinary hearing outcome letter. If you wish to accept the warning noted above please sign both copies, retaining one for your own information, and return the other to me at the above address no later than **[add date]**.

You have the right to appeal against this decision, which will be your only right of appeal.If you wish to do so, you must write within 10 working days of receipt of this letter. Your letter must state the grounds for appeal and sent to **[name, job title Sector/ Partnership, address].** Receipt is presumed to be three working days after mailing.

Yours sincerely

**[Managers Name]**

**[Job Title]**

**[Service]**

***Add below only if not a dismissal***

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**Acknowledgement of acceptance**

I *add name*confirm that I wish to accept the *add sanction*

Signed:

Date: