For an employee undertaking regulatory work, Investigation Manager/HR Practitioner determines if case would warrant further discussion with Head of People and Change (HOPC)

Disclosure Scotland informs Board if referral has led to listing

If employee resigns, investigation is completed and determination made as to whether dismissal or downgrade to unregulated work was likely. If so, refer to Disclosure Scotland.

If employee appeals dismissal/move to unregulated work, and appeal is upheld and they remain in regulated work, Dismissing Manager informs Disclosure Scotland.

Dismissing Manager completes [referral form](https://www.mygov.scot/pvg-referrals/) within 3 months of dismissal hearing

No further action required.

Dismissing Manager and HOPC reviews case and determines whether referral to Disclosure Scotland is required.

Employee is dismissed/ moved to unregulated work through disciplinary process, HOPC is informed of outcome by HR practitioner supporting case.

HR Practitioner informs HOPC of case, allegations, timescales for conclusion and all relevant details.