**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: Witness Attendance**

I write further to **[the statement you provided** ***and/or*** **the investigation meeting on** **[date]** to ask you to attend a disciplinary hearing, as a witness. The disciplinary hearing will be held in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy and Procedureand will consider the following allegation(s):

* **Identify and insert details of any of the allegation the witness will be asked about and insert sufficient detail so that they know exactly what they will be asked to talk about**

The disciplinary hearing arrangements are as follows:

**Date: [date]**

**Time: [time]**

**Location: [location]**

It is intended that those present at the hearing when you give your evidence will be as follows:

* **The disciplinary panel**: Chair, **[name, job title and organisational unit].** S/he will be supported by **[name, job title and organisational unit of any other manager(s) or professional advisor(s) attending and name of the HR practitioner on the panel].**
* I will be in attendance at the disciplinary hearing in my capacity as the Investigating Officer to present the findings of the investigation. I will be supported by **[HR practitioner’s name, job title].**
* **The employee**: **[name, job title and organisational unit]** who will be [**either** represented by **[name, organisation]**, **OR** accompanied by [**name**]**]**.

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, but if you require any advice about how to do it, please contact **[name, post title and contact details]**.

I will ask you questions on your evidence. The employee and their representative are also entitled to ask you questions about your evidence but will do so only when invited by the Chair of the disciplinary panel. The panel may also ask you questions.

Please contact **[name, job title and contact details]** by **[date]** to confirm your attendance at the hearing and, if applicable, who you will be accompanied by. We have arranged a waiting room for witnesses and their representative from **[time],** on **[date]**, at **[location]**.

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

Yours sincerely

**[Investigating Officer Name]**

**[Job Title]**

**[Service]**