 **MANAGEMENT STATEMENT OF CASE**

 **NAME OF EMPLOYEE**

**JOB TITLE**

 **DEPARTMENT**

**Report Completed By:** Name of Investigating Officer, Job Title

 Name of HR Representative, Job Title

 Date

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2. **TIMELINE**

*The timeline should summarise in chronological order the key dates relating to the investigatory process and should be presented in the format below:*

|  |  |
| --- | --- |
| **Date**  | *Example: Alleged incident occurred – please refer to section 2.3 for allegation details* |
| **Date** | *Example: Employee suspended from duty, on full pay, by <<manager name & job title>>* |
| **Date** |  |
| **Date**  |  |
| **Date** |  |

1. **REPORT**

**2.1 Introduction**

The investigation was conducted in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy & Procedure (Appendix \*). The purpose of the investigation was to gather all the relevant facts and do so promptly. The investigation was commissioned by name/job title. Name/job title was appointed as Investigating Officer and was supported by name/job title.

**2.2 Background**

Name is employed as a job title within Service based at Location. Name has been employed in this role since date. If applicable, add the following: Name has been employed continuously by NHS Greater Glasgow & Clyde since date.

*Please add the sentence below, if applicable. Do not include sanctions issued in relation to attendance.*

Name currently has a live disciplinary sanction in place due to their conduct which was issued on date. A copy of this disciplinary outcome letter is available in Appendix \*.

**2.3 Allegation/s**

Name was requested to respond to the following allegation/s:

*The allegations should be the same as noted in the commissioning letter/investigatory invite letter.*

*Please add the sentence below, if applicable:*

Due to the above allegation, Name was suspended from duty on full pay, on date by managers name/job title. A copy of the suspension letter is available in Appendix \*.

**2.4 Investigatory Process**

The Investigating Officer was guided by the procedures outlined in the NHS Greater Glasgow and Clyde Disciplinary Policy and Procedure (Management of Employee Conduct).

All employees interviewed were given the appropriate notice in writing to attend the investigatory meetings and advised of their right to be accompanied. At the beginning of the meetings all employees interviewed were advised of the purpose of the meeting, and the process was clarified. All meetings took place at add location.

Following the investigatory meetings each employee interviewed was sent a copy of the notes to confirm they were an accurate reflection of the discussion. Any amendments highlighted in the returned notes, if applicable have also been included. All employees interviewed were advised if they failed to return the notes by a specific date it would be presumed they accepted the notes as an accurate reflection of the discussion. Add if applicable: Unfortunately, the process was delayed due to.....

Timetable of investigatory meetings noted below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date**  | **Employee** | **Job title** | **Statement** | **Notes** | **Appendice** |
|  |  |  |  Y/N |  Y/N |  |
|  |  |  |  Y/N |  Y/N |  |
|  |  |  |  Y/N |  Y/N |  |
|  |  |  |  Y/N |  Y/N |  |
|  |  |  |  Y/N |  Y/N |  |
|  |  |  |  Y/N |  Y/N |  |

*Detail any other methods used during the investigation e.g. review of patient care plan, other records or CCTV.*

**2.5 Findings**

*When detailing the findings it is important to present the information in a factual, objective and logical format. The findings must be based on accounts provided at investigatory interviews, statements and any other documentation or relevant information. The findings should not detail each investigatory interview separately.*

*The findings should include all of the main points relevant to the allegations and also highlight, if applicable, any inconsistencies. Information presented by all employees interviewed should be referred to in the report.*

*The findings should also note any mitigating factors presented by the employee subject to investigation.*

 **2.5 Summary / Conclusion**

*Summarise the findings and only refer to the information which has already been referenced in the findings section of the report, you should not add any new information at this stage.*

*Detail sections from any relevant policies that the employee may have breached or not adhered to.*

*Please note: It is the role of the Investigating Officer to collate all the relevant information not to determine whether the allegations are substantiated or not as this is ultimately the role of the panel chair.*

*Please add one of the conclusions noted below:*

Based on the information collated and fully considered as part of the process the Investigating Officer concludes there may be a case to answer.

***Or***

Based on the information collated and fully considered as part of the process the Investigating Officer concludes there may not be a case to answer.

**2.6 Recommendation**

# *If the Investigating Officer considers there may be a case to answer below should be added as a recommendation.*

# It is recommended this matter should now be considered at a formal disciplinary hearing in accordance with the NHS Greater Glasgow & Clyde Disciplinary Policy and Procedure.

*If the Investigating Officer considers there may be no case to answer below should be added as a recommendation. In addition, the Investigating Officer may wish to make recommendations to the Commissioning Manager regarding further actions.*

# It is recommended this matter should not be considered at a formal disciplinary hearing. Add further actions if applicable.

1. **APPENDICES**

*Below are examples of appendices that should be in the Management Statement of Case. Additional appendices may be included as required.*

1. Letter of suspension
2. Witness Statements
3. Investigation Notes
4. Any other relevant documentation
5. Policies used