**DISCIPLINARY INVESTIGATION**

**CHECKLIST & TERMS OF REFERENCE**

**KEY POINTS**

**Pre - investigation**

Initial consideration should be given as to whether a formal investigation is required. If so, statements providing factual information or any other relevant evidence should be requested from any employees involved or witness to the incident/s.

**Complaints from other staff members**

Where an employee makes allegations or raises a complaint about another employee, they should be asked to put their complaint/concerns in writing.

**Communication**

An employee subject to investigation must be informed by the Commissioning Manager, in writing, of the allegations they will be asked to respond to.

**CHECKLIST**

Please complete the following information in relation to the investigation you are commissioning.

|  |  |
| --- | --- |
| *Have statements been gathered?* |  |
| *If no, please indicate why* |  |
| *Has the employee been informed about the investigation?* |  |
| *If no, please indicate why* |  |
| *Date commissioning letter sent* |  |
| *Is the currently employee suspended from duty?* |  |

**Investigation Details**

|  |  |
| --- | --- |
| *Name of Employee* |  |
| *Payroll Number* |  |
| *Job Title & Band* |  |
| *Department & Location* |  |
| *Commissioning Manager* |  |
| *Contact details* |  |
| *Job Title* |  |
| *Investigating Officer* |  |
| *Job Title* |  |
| *Contact details* |  |

|  |  |
| --- | --- |
| **Terms of Reference:** | |
| *Allegation/s* | Detail the specific allegation/s the employee is being asked to respond to. This should include date and location the allegation/s took place. |
| *Policies* | NHS Greater Glasgow & Clyde Disciplinary Policy & Procedure  *If applicable note any other policies that may not have been adhered to:*  (e.g. Disciplinary Policy and Procedure, Employment of Statutory Registered Professionals Policy, NHS GG&C Code of Conduct etc). |
| *Timescales* | Investigation Start Date:  Planned Completion Date:  Note: NHS GG&C Management Guidance suggests that an investigation should be completed within 6 weeks, although complex cases may take longer. |
| Communication | A timeline of the investigatory process should be maintained. Any potential delays and the reason for those delays which impact on the completion date should be notified to me. |
|  | Completed by: *Name of Commissioning Manager*  Job title:  Date: |