**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

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

Dear **[name]**

##### Outcome of Disciplinary Hearing

I write to advise you of the outcome of your disciplinary hearing, which was held in accordance with NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedure.

The disciplinary hearing was held on **[date]** in **[location] [insert if necessary: and subsequently reconvened on [date].**

The panel was chaired by **[myself / name, job title]** and was supported by **[HR name, job title and name and job title of any professional advisor(s) attending.]** Management side consisted of **[Investigating Office Name, Job Title]** ***and if applicable*** **[HR Name, Job Title]. *Insert either*:** **[You attended with** **[name of person representing / accompanying the employee & name of organisation if relevant]** ***OR*: [You attended on your own and confirmed at the beginning of the hearing that you wished to go ahead without representation.]**

This disciplinary hearing was convened ***Insert either:*** **[as you have reached a trigger point as laid down within the Board’s Attendance Management Policy** ***OR*** **[as you have breached the live disciplinary sanction [insert sanction] which was issued to you on [insert date] and have failed to demonstrate a significant and sustained improvement in your attendance as requested.** You were therefore advised that your Attendance Record as below would be forwarded to me for consideration at a ***if appropriate insert*** **[further]** Disciplinary Hearing.

Your absence record considered at this hearing is as below.

|  |  |  |  |
| --- | --- | --- | --- |
| **First day of absence** | **Last day of absence** | **Number of days absent** | **Reason for absence** |
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It was explained that the disciplinary hearing was held in accordance with NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedure and may result in disciplinary action being issued to you**[insert up to an including your dismissal from the organisation where appropriate].** In addition, the process for the disciplinary hearing was explained to all parties.

It was confirmed that Management side had requested **[name, job title]** attend the disciplinary hearing as a witness. You/ your representative **[name, job title]** had requested that **[name, job title]** attend the disciplinary hearing as a witness.

**OR:**

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

**[Investigating manager]** presented the following relevant points from the discussions with yourself **[and if appropriate from Occupational Health].**

**[Insert relevant points including any mitigating circumstances, any underlying medical health conditions, Occupational Health input and any supportive measures offered].**

In response, you **[and [rep], on your behalf,]** explained the following:

**[Insert relevant points including any mitigating circumstances and details of any underlying medical health conditions].**

Following the presentation of information from both sides, 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.

Having given careful consideration to the information presented at the hearing and taking into account **[your mitigating circumstances of]** or **[details as above]**,the panel concluded that this case warranted **[no action / counselling / misconduct]**. [**If applicable:** The panel did consider **[redeployment / lesser warning / downgrading]**,however, the panel did not feel that this would be appropriate in this instance due to **[reason].**

It was therefore the decision of the panel to **[outcome – no action/ confirm level of disciplinary sanction],** as defined in NHS Greater Glasgow and Clyde’s Disciplinary Policy and Procedures. This is with effect from **[date of hearing].**

The panel’s decision has not been made lightly and, in terms of identifying the appropriate disciplinary sanction in the circumstances, full consideration was given to a number of options. However, having heard and considered all of the evidence, the panel based its decision on the following:

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

**For disciplinary sanctions short of dismissal include:**

This warning has been placed on your employment record on **[date]** but will be disregarded for disciplinary purposes after a period of **[number depending on timescales stipulated in local policy]** months on **[date]**.If there is no further cause for concern relating to your attendance then this warning will be removed from your file and destroyed.

Your levels of attendance will continue to be monitored as there needs to be a considerable and sustained improvement in your attendance levels. If your levels of attendance continue to be a concern then you will be invited to attend a further formal review meeting. The outcome of which may recommend that a further disciplinary hearing is arranged, where further disciplinary action may be taken against you **[and if appropriate]** up to and including dismissal.

**If applicable:** In addition to **[disciplinary sanction]**, the following actions will be taken to support you to improve your attendance:

* **[Details of agreements, measures, or actions e.g. training and development, referral to occupational health etc. with timescales]**

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

**If applicable:** A management referral has been made to Occupational Health Service for you. **OR** You may also wish to access support from our Occupational Health Service while this process is underway. If so, the telephone number is **[phone number].**

**For dismissals also include:**

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]**. [As you have **[number]** days outstanding annual leave, your final date of employment with NHS Greater Glasgow and Clyde will therefore be **[date].** The Pay Office has been notified and will arrange for payment of outstanding monies due to you and will issue you your P45.

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 and contact details].**

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

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 dismiss you from the organisation**.** 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.

**For all disciplinary action taken include:**

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 to **[name, job title, sector/ partnership, address] OR for dismissals [name, Director of Human Resources, address].** Receipt is presumed to be three working days after mailing. Your letter must state your full grounds for your appeal.

Can you please review the content of this letter and sign and return a copy to me if you are in agreement that the letter accur ately reflects the content of the hearing. If you feel there are any inaccuracies, then please advise me of these in writing within 5 working days of receiving this letter. If you fail to return a signed copy of this letter or advise me of any inaccuracies within 5 working days, it will be assumed that you accept the document as an accurate account of the meeting.

Meantime if you or your representative have any queries please do not hesitate to contact me on **[phone number]**.

Yours sincerely,

**[Managers Name]**

**[Job Title]**

**[Service]**

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**Acknowledgement Form**

I, **[employee name]**, confirm that I have received the letter dated **[date]** and understand all of the contents of this letter. I also agree that the letter details an accurate reflection of what was discussed at the hearing.

Signed:…………………………………………………………….. Date………………………..

**Please sign and return one copy of this letter to me within 5 working days. A copy will be placed in your personal file**