

## Disciplinary Policy

### Which letter should I use for which meeting?

Each template is numbered, and a description provided to make it easier for you to identify the correct one to use. You **must** ensure you use the **correct letter** therefore if you are unsure of which one to use, refer to the details below;

<u>Letter no. and link</u>	<u>Letter Name</u>	<u>When to use the letter</u>
DIS1	<b>Issue of Improvement Notice</b>	Should you have had informal conversations previously with an employee, which does not bring about the improvement required, you should use <b>DIS1</b> as an improvement note
DIS2	<b>Contested issue of Improvement Notice</b>	Should the situation arise that the employee does not accept the improvement note, you would have been asked to chair a disciplinary panel, and therefore you should use <b>DIS2</b> to invite them to a formal panel.
DIS3	<b>Invite to an Investigation Meeting</b>	As an independent manager asked by the commissioning manager to carry out an investigation, you should use <b>DIS3</b> to invite the employee to a formal investigation meeting
DIS12	<b>Inviting a witness to an Investigation Meeting</b>	Should you need to invite a witness to the alleged incident to a meeting to discuss with you what they may have seen/heard, <b>DIS12</b> provides the details to send to them to invite them to the meeting.
DIS4	<b>Outcome -Issue of uncontested sanction</b>	Following your investigation and you have spoken with a senior manager for their view, and a sanction is recommended. The appropriate person offers the sanction and gives the employee 7 calendar days to accept. As soon as they accept, you should use <b>DIS4</b> to confirm the outcome and level of sanction etc.
DIS5	<b>Recommended sanction contested</b>	Should the employee not accept the sanction, you have been asked to chair a disciplinary panel, and therefore you should use <b>DIS5</b> to invite the employee to a formal panel meeting.

<b>DIS6</b>	<b>Outcome -Hearing recommended</b>	You as the senior manager reviewing the case have recommended that the case should go to a full disciplinary panel for consideration. You will now either chair the panel or ask another manager to do so. You should use <b>DIS6</b> to summarise the outcome of the investigation (you may need input here from the investigation manager) and invite the employee to a formal panel meeting.
<b>DIS7</b>	<b>Outcome -No case to answer</b>	As the commissioning manager you have had the investigation report, and your decision is that based on the evidence there is 'no case to answer', you should use <b>DIS7</b> to confirm the outcome to the employee.
<b>DIS8</b>	<b>Outcome of Disciplinary panel meeting</b>	As the chair of the disciplinary panel, you should use <b>DIS8</b> to confirm the outcome to the employee.
<b>DIS9</b>	<b>Confirmation of suspension of part or all duties</b>	Once a decision and the appropriate authorisation has been sought to suspend, as the senior manager (see policy), you should use <b>DIS9</b> to confirm the suspension and any other details required.
<b>DIS10</b>	<b>Review of suspension arrangements</b>	As the senior manager who suspended the employee, you should review the suspension in line with the policy in writing. There is no need for a meeting with the individual, but an update of the situation will be required to be given. You should use <b>DIS10</b> to do this.
<b>DIS11</b>	<b>Management Statement of Case</b>	As the investigation manager(s), you should use <b>DIS11</b> as a template for your MSOC.
<b>DIS13</b>	<b>Confirmation of intention to appeal</b>	As the manager identified to hear the appeal you should use <b>DIS13</b> to acknowledge the receipt of the employee's intention to appeal
<b>DIS14</b>	<b>Invite to appeal panel meeting</b>	As the manager identified to hear the appeal you should use <b>DIS14</b> to invite the employee to the Appeal Panel meeting
<b>DIS15</b>	<b>Outcome of Appeal panel meeting</b>	As the manager identified to hear the appeal you should use <b>DIS15</b> to confirm the outcome to the employee