

DISCIPLINARY – GUIDANCE NOTES FOR MANAGERS

1. Introduction

Where it has been established that the required standards are not being met by an employee, consideration will need to be given to whether this is a *capability* issue or a *conduct* issue. This Policy deals primarily with conduct.

Each case should be considered on its individual merits, and to ensure consistency of approach the Assistant Director (Human Resources and Payroll) should be consulted on all cases of serious or gross misconduct, ie any misconduct which is likely to result in a sanction greater than a first level warning.

In case of uncertainty about whether the misconduct is likely to be considered as serious, managers should err on the side of caution and speak with their HR link officer or other senior HR representative in the first instance.

2. Right to be Accompanied

There is a statutory right for an employee to be accompanied to any meeting which may result in a sanction being imposed. This means that the statutory entitlement does not extend to the investigatory interview (which is a fact finding exercise and does not involve a sanction), or the point of suspension (which is a neutral act). However, this Council has made the decision that wherever possible the employee should be offered the opportunity to bring a companion at every stage of the process. See the appropriate section for further information.

3. Outside of the Formal Disciplinary Procedure

If there is early indication, or even suspicion, that an employee's conduct is not as could reasonably be expected, then it may be appropriate for the manager to raise this privately with the employee in an attempt to identify any underlying cause and possible solution. It should be made clear that the meeting does not form part of the formal disciplinary process.

However, dependent upon the perceived seriousness of the allegation, it will not always be appropriate to deal with the matter informally and it may be necessary to arrange for a disciplinary investigation without delay.

4. Suspension

It should be noted that, dependent upon the circumstances, it is not always possible to offer the facility to be accompanied at the point of suspension. This is because when a decision is made that suspension is an appropriate way forward, the move will need to be made without delay, and whilst every attempt should be made to secure the services of a trade union representative, failure to do so should not delay the suspension.

Because it is not always possible to arrange for the attendance of a Trade Union representative at the point of suspension, no detailed enquiry will take place at this stage, although the employee should be notified of the allegations, and should be offered the opportunity to make an initial response.

If an allegation of gross misconduct results in a decision to suspend an employee who is absent, then it may be necessary to send a letter by recorded delivery notifying them of the suspension and the reason(s) for it, and inviting initial comments.

Whilst suspension is a neutral act and not a disciplinary sanction, this can nonetheless be a stressful period for an employee. It is necessary, therefore, to ensure that regular reviews of the position should take place, and the employee should be contacted at appropriate intervals. However, no time periods have been included within the policy as the individual circumstances of each case will differ greatly, and in some circumstances an employee may be contacted fortnightly, for example to update the employee where the investigation is detailed and the compilation of the data takes longer than originally anticipated; whereas in others contact may be monthly - for example where both parties are aware of a potential time delay, eg annual leave of a key witness, or a timed appointment or report.

5. Appointment of Investigating Officer

Normally the Investigating Officer will be the employee's manager. This is because it is often the case that the alleged transgression relates in some way to the employee's job, and the manager is best placed to understand the context of the issue. At the investigation stage, prior involvement with a situation is not considered to be a barrier, and can sometimes aid the process. However, the Investigating Officer will need to ensure that there is no conflict of interests in conducting the investigation. dependent upon the nature of the offence, it may be more appropriate to appoint an investigating officer from outside the service. This decision should be made in consultation with the Assistant Director – HR and Payroll.

6. Investigation

- i. The first interview will normally be with the employee against whom the allegation has been made, (although where appropriate it may be necessary to have an initial meeting with the complainant, if there is one, or witnesses if appropriate).
- ii. The Council does offer the employee the facility to be accompanied to the interview by a trade union or other representative, or colleague. This should not be a member of the employee's family, or someone who is involved in the allegation of misconduct.
- iii. The chosen companion may attend the investigatory interview, but as the purpose is to gain information about the employee's own perception of the case, the companion will be present in an advisory and supportive capacity only, and will not be permitted to respond on the employee's behalf. The representative

may in certain circumstances ask questions or make a statement for clarification purposes.

- iv. The investigating officer should plan ahead the areas they intend to cover during the interview, and it is recommended that they create some form of list as an aid to ensure nothing is missed.
- v. Dependent upon the complexity of the case, it may be necessary to interview witnesses. It may be clear at the outset who the additional witnesses should be, although during the initial investigatory interview other names may emerge.
- vi. The investigatory interviews are not normally recorded. However the management side will be taking detailed notes, and these will form the basis of the statement of case if the matter proceeds to a disciplinary hearing. The witness responses will be summarised into witness statements, which the witnesses will be invited to check and sign for accuracy. Once these statements have been signed, the handwritten notes should be destroyed.
- vii. Where it is subsequently found that there is no case to answer, all written records of the investigation will be destroyed.
- viii. The investigating officer will need to make a recommendation based on their findings as to whether or not the case should be dealt with under the disciplinary procedure. In some circumstances, for example awaiting a witness's return from annual leave, the investigating officer may recommend that disciplinary action is appropriate based on findings to date, and conclude the final elements of the investigation while the hearing is being arranged.

7. Whistleblowing Policy

When it has been agreed under this policy that a material witness may remain anonymous throughout the disciplinary process, an unsigned statement will be provided with the statement of case. In the interests of natural justice, to enable cross examination to take place, a telephone link will be set up for the hearing using a neutral go-between to relay questions and answers.

The Whistleblowing Policy protects those employees who make an allegation in good faith, but if the allegation is subsequently found to be frivolous, malicious or for personal gain, action may be taken against the whistleblower under this disciplinary policy.

8. Formal Disciplinary Action

It is inevitable that an investigation will uncover details that were not available when the initial allegation was made, and therefore the description of the alleged misconduct may differ at the hearing stage to that given at the time of the initial investigatory interview. For example, an investigation into an allegation of racial abuse may result in a hearing to consider harassment – or vice versa.

However, in the event that a completely different allegation emerges as a result of the investigation, then the employee will be informed of this and a separate investigatory interview will be held to establish the circumstances of the new allegation. For example,

an investigation into an alleged improper use of IT and/or inappropriate use of work time may lead to an additional investigation into falsification of timesheets.

9. The Hearing - Sanctions

9.6.4 'Action short of dismissal' – It should be borne in mind that each case will be different, and a hearing officer might feel that dismissal would be too harsh a sanction based on all of the circumstances and mitigation. This might be the case, for example, where an employee received a final warning on a previous occasion and their subsequent conduct would normally take them on to the dismissal stage of the procedure. Consideration should therefore be given to whether an alternative sanction might be more appropriate in the circumstances, for example demotion or disciplinary transfer. In all cases where the hearing officer is considering action short of dismissal, there should be consultation with the Assistant Director – HR and Payroll to ensure consistency of approach.

It should be noted that as action under this section of the Disciplinary Policy would represent an alternative to dismissal, no protection would be available in respect of salary or excess travel allowances.

9.6.5 'Gross Misconduct' – The ACAS guide states 'Gross misconduct is generally seen as misconduct serious enough to overturn the contract between the employer and the employee thus justifying summary dismissal.' Therefore, the outcome will normally be dismissal and it is important that the employee understands this. However, a fair process should always be carried out, and any mitigating factors should be considered carefully before taking the decision to dismiss.

10 Appeals

These will be carried out in accordance with the Council's Appeals Procedure.

11 Records

Managers should notify HR and Payroll of any disciplinary decisions so that the corporate situation can be monitored.

12 Grievances

If the employee raises a related grievance, it will not be necessary to halt the disciplinary process unless the grievance throws doubt on whether or not that process can be conducted fairly. The grievance issue will form part of the hearing and, if appropriate, may be considered as part of the mitigation. Any grievance issue outstanding at the end of the process will be considered under the Grievance Procedure.

13 Criminal Charges or Convictions

Criminal charges or convictions may not always impact upon employment, and an awareness of a criminal charge or conviction outside of the workplace will not

automatically result in disciplinary action being taken. Primarily consideration will need to be given to the extent to which the charge or conviction makes the employee unsuitable for their type of work.

In circumstances where an individual's conduct is subject to a disciplinary investigation as well as a police investigation, it does not necessarily follow that a charge by the police will result in a disciplinary sanction. It should also be noted that a decision to drop charges by the police will not necessarily mean that there will be no disciplinary sanction as the two processes operate differently and consider different issues. However, if the Police have concluded their investigation, the Investigating Officer is entitled to use any information gleaned.

The Assistant Director – HR and Payroll should always be consulted in cases where there may be criminal charges or convictions pending.

NB please note that any references to the involvement of the Assistant Director – HR and Payroll should be read as 'the Assistant Director – HR and Payroll or a nominated representative'

APPENDICES

A number of template letters are included as appendices to this Guidance document. Please note that whilst these are offered as a basis for correspondence, it is acknowledged that each case will be different and the wording may need to be amended to a greater or lesser extent. The symbol # appears throughout to indicate a requirement to delete, or insert appropriate, wording.

Appendix 1	Notice of Suspension
Appendix 2	Suspension covering letter for absent employee
Appendix 3	Invitation to Investigatory Interview
Appendix 4	Invitation to Investigatory Interview (Whistleblowing Policy)
Appendix 5	Invitation to Investigatory Interview (Harrassment Policy)
Appendix 6	No action following Investigation
Appendix 7	Notice of Disciplinary Hearing
Appendix 8	Witness invitation to Disciplinary Hearing
Appendix 9	Confirmation of Formal Oral Warning
Appendix 10	Confirmation of First Level Written Warning
Appendix 11	Confirmation of Final Written Warning
Appendix 12	Confirmation of Dismissal with Notice
Appendix 13	Confirmation of Dismissal without Notice
Appendix 14	Appeals Form for use with Appendices 9, 10, 11, 12 and 13

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel:
Fax:
E-mail:
Date:

Dear #

NOTICE OF SUSPENSION

Following a report about ###, it is necessary to suspend you from work to enable a full investigation into the allegation, under the Council's Disciplinary Policy.

With effect from #date# you will be suspended from your post as ### within the ### Team.

While suspended you will continue to receive full pay, including any bonus pay, shift pay and contractual overtime which may be appropriate, subject to you being available to attend any investigatory and disciplinary interviews.

If you should fall ill during the period of suspension, then you will transfer to the sickness payment scheme whilst you are submitting sick notes. However, the conditions of the suspension will still apply and the suspension will resume if this is considered appropriate once you are declared fit to return to work.

Access to the workplace will not be allowed during your suspension without prior approval from me. If you or your representative wish to contact other employees or gain access to documents for the purpose of preparing your case, please contact me or your line manager.

You will be invited to attend a #disciplinary and/or a/n #(further)# investigatory interview# as soon as possible. A letter asking you to attend such an interview will be sent to you at least five days prior to the date of the interview.

I must emphasise that suspension is not a penalty, nor is it a form of disciplinary action. If it is found there is no case to answer, then no action will be taken.

May I take this opportunity to thank you for your co-operation.

Yours sincerely,

Investigating Officer

Private and Confidential

Your Ref:

Our Ref:

Contact:

Tel:

E-mail:

Date:

Dear

NOTICE OF SUSPENSION

Under the Council's Disciplinary Policy, I attended your workplace this morning with a representative from Human Resources #and a Trade Union representative#, with a view to speaking with you about allegations that have been made against you. Unfortunately you were not at work, and therefore I attach the letter of suspension and would ask that you do not return to your workplace without obtaining either my permission, or that of the Assistant Director (Human Resources), to do so. Under the Council's Policy, the suspension meeting allows you an opportunity to offer an initial response, and as this has not been possible, I would invite you to submit any representations to me in writing.

#Also enclosed is an invitation to an initial investigatory interview.#

Yours sincerely,

Investigating Officer

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

INVESTIGATORY INTERVIEW

It is with regret that I write to inform you that following the recent incident on # 200#, there has been an allegation of #gross# misconduct made against you. As a result you are invited to attend an investigatory interview, under the Council's Disciplinary Policy.

The investigatory interview is scheduled for # 20## at #.

As Investigating Officer, I shall be conducting the interview. You are entitled, if you wish, to be accompanied by a Trade Union or other representative.

I confirm the allegations made against you are as follows:

#

The interview will form part of a detailed investigation to enable me, as Investigating Officer, to recommend whether or not there is a disciplinary case to answer. If there is no case to answer, then no further action will be taken.

If you or your representative are unable to attend on this date, please contact me as soon as possible, so an alternative date can be offered.

You may refuse to attend the interview. However, if you decide not to attend, I will consider the information already available, in order to make my recommendation.

Your full co-operation throughout these proceedings would be greatly appreciated.

Yours sincerely,

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

INVESTIGATORY INTERVIEW

With reference to the recent allegations regarding # made under the Council's Whistleblowing Policy, I would be grateful if you could attend an investigatory interview, under the Council's Disciplinary Policy.

The investigatory interview is scheduled for # 20## at #.

As Investigating Officer, I shall be conducting the interview. You are entitled, if you wish, to be accompanied by a Trade Union or other representative. A representative from Human Resources will be present.

(# Please note the interview will be treated in confidence and every effort will be made not to reveal your identity if you so wish.)

The interview will form part of a detailed investigation to enable me, as Investigating Officer, to recommend whether or not there is a disciplinary case to answer. If there is no case to answer, then no further action will be taken and records will be destroyed.

If you or your representative are unable to attend on this date, please contact me as soon as possible, so an alternative date can be offered.

Your full co-operation throughout these proceedings would be greatly appreciated and if you have any questions, please do not hesitate to contact me.

Yours sincerely,

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

INVESTIGATORY INTERVIEW

With reference to the recent allegations regarding # made under the Council's Harassment at Work Policy, I would be grateful if you could attend an investigatory interview, under the Council's Disciplinary Policy.

The investigatory interview is scheduled for # 20## at #.

As Investigating Officer, I shall be conducting the interview. You are entitled, if you wish, to be accompanied by a Trade Union or other representative. A representative from Human Resources will be present.

(# Please note the interview will be treated in confidence and every effort will be made not to reveal your identity if you so wish.)

The interview will form part of a detailed investigation to enable me, as Investigating Officer, to recommend whether or not there is a disciplinary case to answer. If there is no case to answer, then no further action will be taken and records will be destroyed.

If you or your representative are unable to attend on this date, please contact me as soon as possible, so an alternative date can be offered.

Your full co-operation throughout these proceedings would be greatly appreciated and if you have any questions, please do not hesitate to contact me.

Yours sincerely,

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

INVESTIGATORY INTERVIEW

Further to the recent investigatory interview held on # 20##, under the Council's Disciplinary Policy, I am writing to inform you that I have recommended that no disciplinary action should be taken against you in relation to the allegation of #.

#With effect from # 20##, your suspension from your post as # within # will end and you are required to return to work on # 20##.

May I take this opportunity to thank you for your co-operation during these proceedings.

Yours sincerely,

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

NOTICE OF DISCIPLINARY HEARING

Following the recent investigation into the allegations of gross misconduct made against you in your post as # within #, it has been decided that it is necessary to arrange a disciplinary hearing, under the Council's Disciplinary Policy.

The hearing is scheduled for # 20## at #. I shall be hearing the case, which will be presented by #(investigating officer). You are entitled, if you wish, to be accompanied by a Trade Union or other representative.

The purpose of the hearing is to decide what, if any disciplinary action needs to be taken. *Please note that one of the possible outcomes of the hearing may be dismissal.*

I confirm the allegations made against you are as follows:

#

For your information, I enclose a copy of the Council's Statement of Case. You should read this document carefully and prepare your case accordingly. In addition, I enclose a copy of the disciplinary policy.

You are entitled to make a statement at the Hearing, either orally or in writing and you may call witnesses and use documents relevant to your case.

Reasonable access will be granted to any relevant documentation that you or you representative feel is necessary to support your case. Once you have prepared your statement of case, please send a copy to myself, no later than five working days before the date of the hearing.

If you or your representative are unable to attend on this date, please contact me as soon as possible, so an alternative date can be offered. If you fail to attend without good cause, this will be considered an offence which will be subject to further disciplinary action.

Your full co-operation throughout these proceedings would be greatly appreciated.

Yours sincerely,

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

DISCIPLINARY HEARING

I write to inform you that following a recent investigation into an allegation of gross misconduct made against #, it has been decided that it is necessary to arrange a disciplinary hearing, under the Council's Disciplinary Policy. As part of the investigation, you provided a witness statement and as a result you are required to attend the hearing as a witness.

The hearing is scheduled for # date# at #am in # at #. I shall be hearing the case with support from # from Human Resources. The case will be presented by # (Investigating Officer).

The purpose of the hearing is to decide what, if any disciplinary action needs to be taken.

I confirm the allegations made against # are as follows:

#

Witnesses will attend the hearing solely to make their statement and to answer questions. They will then withdraw from the hearing.

If you have any further questions regarding this letter, please do not hesitate to contact me.

Your full co-operation throughout these proceedings would be greatly appreciated.

Yours sincerely,

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

DISCIPLINARY ACTION – FIRST LEVEL FORMAL ORAL WARNING

Following the recent disciplinary hearing held on # 20##, into the allegations of misconduct made against you in your post as # within #, it has been decided that a first level formal oral warning should be issued, under the Council’s Disciplinary Policy. This is the first level of disciplinary action and provided that no further misconduct occurs, no further action will be taken against you.

To prevent such circumstances arising again, I am taking this opportunity to state in writing the reasons for the warning and the conduct expected from you in the future.

#

In addition, I would like to outline the measures that will be taken to assist you in maintaining the standards required within the workplace.

#

Details of this first level formal oral warning will be kept on your personal file for six months from the date of this letter. After, this period the details will normally be permanently removed from your file.

If during these six months you are found guilty of further misconduct, your first level formal oral warning will be taken into account when deciding the next level of disciplinary action to be taken.

You have the right to appeal against this decision. If you wish to appeal you should complete the enclosed Appeal Form and send it to myself, within ten working days of the date of this letter. You should include full details of the grounds of your appeal.

You are required to sign and return the attached copy of this letter within three working days. You should indicate whether you wish me to forward a copy of the letter to your representative.

Thank you for your co-operation.

Yours sincerely,

DISCIPLINARY ACTION – FIRST LEVEL ORAL WARNING

Acknowledgement

I acknowledge receipt of a first level formal oral warning. I understand the standards required of me whilst at work and the implications if I am involved in further misconduct.

I do / do not* require a copy of this letter for my representative.

I acknowledge receipt of an Appeal Form / I have not received an Appeal Form*

Signed:

Print Name:

Date:

*Delete as appropriate

Private and Confidential

Your
Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

DISCIPLINARY ACTION – FIRST LEVEL FORMAL WRITTEN WARNING

Following the recent disciplinary hearing held on # 20##, into the allegations of misconduct made against you in your post as # within #, it has been decided that a first level formal written warning should be issued, under the Council's Disciplinary Policy. This is the first level of disciplinary action and provided that no further misconduct occurs, no further action will be taken against you.

To prevent such circumstances arising again, I am taking this opportunity to state in writing the reasons for the warning and the conduct expected from you in the future.

#

In addition, I would like to outline the measures that will be taken to assist you in maintaining the standards required within the workplace.

#

Details of this first level formal written warning will be kept on your personal file for twelve months from the date of this letter. After, this period the details will normally be permanently removed from your file.

If during these twelve months you are found guilty of further misconduct, your first level formal written warning will be taken into account when deciding the next level of disciplinary action to be taken.

You have the right to appeal against this decision. If you wish to appeal you should complete the enclosed Appeal Form and send it to myself, within ten working days of the date of this letter. You should include full details of the grounds of your appeal.

You are required to sign and return the attached copy of this letter within three working days. You should indicate whether you wish me to forward a copy of the letter to your representative.

Thank you for your co-operation.

Yours sincerely,

DISCIPLINARY ACTION – FIRST LEVEL FORMAL WRITTEN WARNING

Acknowledgement

I acknowledge receipt of a first level formal written warning. I understand the standards required of me whilst at work and the implications if I am involved in further misconduct.

I do / do not* require a copy of this letter for my representative.

I acknowledge receipt of an Appeal Form / I have not received an Appeal Form*

Signed:

Print Name:

Date:

*Delete as appropriate

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

DISCIPLINARY ACTION – FINAL WRITTEN WARNING

Following the recent disciplinary hearing held on # 200#, into the allegations of misconduct made against you in your post as # within #, it has been decided that a final written warning should be issued, under the Council’s Disciplinary Policy. This is the second level of disciplinary action and provided that no further misconduct occurs, no further action will be taken against you.

To prevent such circumstances arising again, I am taking this opportunity to state in writing the reasons for the warning and the conduct expected from you in the future.

#

In addition, I would like to outline the measures that will be taken to assist you in maintaining the standards required within the workplace.

#

Details of this final written warning will be kept on your personal file for twelve months from the date of this letter. After, this period the details will normally be permanently removed from your file.

If during these twelve months you are found guilty of further misconduct, your final written warning will be taken into account when deciding the next level of disciplinary action to be taken, such as dismissal.

You have the right to appeal against this decision. If you wish to appeal you should complete the enclosed Appeal Form and send it to myself, within ten working days of the date of this letter. You should include full details of the grounds of your appeal.

You are required to sign and return the attached copy of this letter within three working days. You should indicate whether you wish me to forward a copy of the letter to your representative.

Thank you for your co-operation.

Yours sincerely,

DISCIPLINARY ACTION – FINAL WRITTEN WARNING

Acknowledgement

I acknowledge receipt of a final written warning. I understand the standards required of me whilst at work and the implications if I am involved in further misconduct.

I do / do not* require a copy of this letter for my representative.

I acknowledge receipt of an Appeal Form / I have not received an Appeal Form*

Signed:

Print Name:

Date:

*Delete as appropriate

Private and Confidential

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

DISCIPLINARY ACTION – DISMISSAL WITH NOTICE

Following the recent disciplinary hearing held on # 200#, under the Council's Disciplinary Policy, into the allegations of misconduct made against you in your post as # within #, it has been decided that you be dismissed from your post as # within # Service, at # District Council.

Under your contract of employment you are entitled to # weeks notice / # payment in lieu of notice. Your contract of employment will end on # 20##.

The written reasons for your dismissal with notice are shown in the statement below:

#

You have the right to appeal against this decision. If you wish to appeal you should complete the enclosed Appeal Form and send it to myself, within ten working days of the date of this letter. You should include full details of the grounds of your appeal.

You are required to sign and return the attached copy of this letter within three working days. You should indicate whether you wish me to forward a copy of the letter to your representative.

Thank you for your co-operation.

Yours sincerely,

DISCIPLINARY ACTION – DISMISSAL WITH NOTICE

Acknowledgement

I acknowledge receipt of the confirmation of Dismissal with notice.

I do / do not* require a copy of this letter for my representative.

I acknowledge receipt of an Appeal Form / I have not received an Appeal Form*

Signed:

Print Name:

Date:

*Delete as appropriate

Your Ref:
Our Ref:
Contact:
Tel: 01246
Fax:
E-mail:
Date:

Dear #

DISCIPLINARY ACTION – DISMISSAL WITHOUT NOTICE

Following the recent disciplinary hearing held, on # 200#, under the Council's Disciplinary Procedure, into the allegations of misconduct made against you in your post as # within #, I confirm that it was decided that you be dismissed from your post as # within # Service, at # District Council.

Due to the severity of the misconduct, which constitutes gross misconduct under the Council's Disciplinary Procedure, you were summarily dismissed without notice.

Your employment was terminated from # 20##.

The written reasons for your dismissal without notice are shown in the statement below:

#

You have the right to appeal against this decision. If you wish to appeal you should complete the enclosed Appeal Form and send it to myself, within ten working days of the date of this letter. You should include full details of the grounds of your appeal.

You are required to sign and return the attached copy of this letter within three working days. You should indicate whether you wish me to forward a copy of the letter to your representative.

Thank you for your co-operation.

Yours sincerely,

DISCIPLINARY ACTION – DISMISSAL WITHOUT NOTICE

Acknowledgement

I acknowledge receipt of the confirmation of Dismissal without notice.

I do / do not* require a copy of this letter for my representative.

I acknowledge receipt of an Appeal Form / I have not received an Appeal Form*

Signed:

Print Name:

Date:

*Delete as appropriate

NORTH EAST DERBYSHIRE DISTRICT COUNCIL

APPEALS PROCEDURE (Prescribed Form)

SECTION 1 (to be completed by employee, please complete all applicable sections)

SURNAME: FORENAME(S)

JOB TITLE: DEPARTMENT:

I wish to exercise my right of appeal against.....
given on.....
by

Do you wish to be represented at this appeal? YES/NO (delete as appropriate)

Signature of Employee:

Date:

- Note: (i) You should retain a copy of this form, and
(ii) Send a copy of this form to the Governance Manager

SECTION 2 (to be completed by employee)

In summary, please state full details of the grounds of Appeal, i.e. please set out in your own words the reason (s) why you believe the decision was not fair (attach further sheets if required).

Date received by Department.....in time / out of time*
(*delete as appropriate)