

Letter A- Notification to employee under investigation

PRIVATE & CONFIDENTIAL

Dear.....

INVESTIGATION

I write to inform you that as a result of

(a complaint from a member of the public in relation to)

(an allegation that you)

(serious concern about your apparent conduct in relation to)

(your apparent failure to)

All that is required here is a brief indication of the principal reason for the decision

I have appointed (*name*) to undertake an investigation in relation to the above matters, and any other relevant factors. He/She will contact you shortly to arrange a date and time for you to attend an interview. He/She may also need to interview other people about the above incident/matters as part of the investigation.

Optional para

I must advise you that because of the nature of the allegation or concerns raised involve a vulnerable adult or child, the Vulnerable Adult Protection /Child Protection process is invoked with immediate effect.

I must emphasise this is not a formal disciplinary hearing, it is to ascertain the relevant facts. You may wish to have a colleague with you at the interview. They will not be allowed to contribute to the meeting but would be there only to act as your support. I would also advise you not to discuss the above matter with other Council staff at this stage other than your Trade Union representative, support officer or any counselling or Occupational Health staff.

The Investigating Officer will prepare a report and subject to the findings of the investigation, I will make a decision on whether any concerns need to be dealt with within the formal disciplinary procedure.

I must emphasise that should the investigation result in a decision that there are no grounds for considering any disciplinary action against you, this investigation will not have any adverse affect on your future employment with the Council.

Optional

Likewise, should the investigation indicate a need for disciplinary action to be taken, this could ultimately result in the termination of your employment with the Council.

I shall write to you again as soon as possible following completion of the investigation referred to above.

Yours sincerely (HEARING OFFICER)

Letter B- Invite from Investigating Officer

Dear XXXX

INVESTIGATION

Further to the Group Manager/Director/Corporate Heads letter. I have been appointed as Investigation Officer and request your attendance at interview with myself and XXXX, HR Officer on XXXXX at XXXam/pm at XXXXX

If you wish, you may have a colleague, or Trade Union Representative to support you at this meeting.

Please could I ask you to confirm your attendance at this meeting.

Yours sincerely

Letter –C-Formal Interview

Dear

FORMAL INTERVIEW

You will be aware that a formal investigation has been carried out on my behalf by (*insert name of investigation officer*) in relation to.....

I have now received the Investigating Officer’s report and after careful consideration of its findings, I have decided that there is a need to interview you formally in accordance with the agreed disciplinary procedure. You are therefore required to attend a formal interview in my office aton.....
(*Ensure 5 working days’ notice of the interview is given*)

The areas of concern to be considered are as follows:

- 1 That.....
- 2 That.....
- 3 That.....
- 4 That.....

(*The areas of concern should cover any significant aspects of the employee’s conduct and/or performance which following the investigation, appear to indicate a failure to meet Shropshire Councils Policies or Procedures.*)

Please note that the above concerns are considered to be very serious, and that if proven may result in disciplinary action up to and including dismissal.

You are advised that you have the right to be accompanied by a trade union representative or a work colleague of your choice.

I enclose a copy of the Investigating Officer’s report together with further documents which will be referred to at the hearing relevant to the areas of concern described. It is not intended to call witnesses in support of the Investigating Officer’s presentation.

I will chair this hearing, (*insert name*), Human Resources Officer will also be in attendance and (*insert name*) will act a note taker during the hearing.

A copy of the Council’s disciplinary procedure can be accessed here:
<http://shropshire.gov.uk/shropshire-council/policies/employee-disciplinary-policy/>

I have attached a second copy of this letter to the correspondence and I would be grateful if you could sign and return the section at the bottom to acknowledge receipt of this letter and attachments, and to confirm if you intend to bring a person to represent you and who they will be.

Yours sincerely (Hearing Officer)

Please complete the following and return to

I acknowledge receipt of the letter and attachments listed above dated .. / .. / 20.

I will / will not (delete as applicable) be bringing a person to represent me at the hearing and they will be:

Name:

Capacity: Colleague / Trade Union representative
(delete as applicable)

Signed

Date

Letter D- Employees who fail to attend disciplinary hearing (1)

PRIVATE & CONFIDENTIAL

Dear.....

I refer to my letter dated XXXXX inviting you to attend a disciplinary hearing. The disciplinary hearing was scheduled to take place on XXXX at XXXXX, but you failed to attend or send in written representation.

It is very important that you have the opportunity to present your case at the disciplinary hearing. Depending on the facts established at the Hearing, the outcome if proven may result in disciplinary action up to and including dismissal. Ideally a decision will not be made until you have had an opportunity to present your case.

Please contact me as soon as possible to explain why you did not attend in order that the hearing can be re-arranged, and an alternative date agreed. Please note in accordance with the Council's Disciplinary Policy should you be unable to substitute a date within 5 working days then the Hearing may proceed in your absence and a decision made based on the evidence available to us.

Yours sincerely

Name
Job title (Hearing Officer)
Service Area
firstname.lastname@shropshire.gov.uk
Telephone number

cc: HR Advice & Projects, Human Resources

Letter E- Employees who fail to attend disciplinary hearing(2)

PRIVATE & CONFIDENTIAL

Dear.....

I refer to my letter dated XXXXX inviting you to attend a disciplinary hearing on XXXX at XXXXX, but you failed to attend or send in written representation.

You are therefore invited to attend a re-scheduled hearing on XXX at XXXXam, at The Shirehall, Abbey Foregate, Shrewsbury.

It is very important that you have the opportunity to present your case at the disciplinary hearing. Depending on the facts established at the Hearing, the outcome if proven may result in disciplinary action up to and including dismissal. Ideally a decision will not be made until you have had an opportunity to present your case.

I would advise you that failure to attend the re-scheduled date of the hearing without good cause, then the hearing may proceed in your absence and a decision made based on the evidence available.

I have attached a second copy of this letter and I would be grateful if you could sign and return the section at the bottom to acknowledge receipt of this letter and to confirm if you intend to bring a person to represent you at the hearing and who they will be, or whether or not it is your intention to send written representation.

Yours sincerely

Name
Job title (Hearing Officer)
Service Area
firstname.lastname@shropshire.gov.uk
Telephone number

cc: HR Advice & Projects, Human Resources

Please complete the following and return to:

I acknowledge receipt of the letter dated XXXXX.

I will / will not (delete as applicable) be bringing a person to represent me at the hearing and they will be:

Name:.....

Capacity: Colleague / Trade Union representative (delete as applicable)

I will/will not (delete as applicable) be sending in written representation

Letter F – Invite to Appeal against dismissal Hearing

Appeal Hearing

Further to your letter dated XXXX, I am writing to confirm that your appeal against dismissal will be heard on XXXX (*date*) at XXXX (*time*) am/pm (*delete as appropriate*) at XXXX (*venue*). Please report to reception, where you will be collected. (*Ensure 10 working days notice is given*)

Your appeal, under the Shropshire Council Disciplinary Procedure, will be heard by myself and XXXX (*detail as appropriate*) who will be advised by XXXX, Human Resources (*include the name of relevant HR support and job title*).

Also in attendance at the hearing will be XXXX (*include person presenting the case from the management side*).

You have the right to be accompanied at the appeal hearing by a trade union representative or a work colleague of your choice.

A full set of appeal papers which will be used at the hearing is enclosed. Section 6 of the Disciplinary procedure relating to the procedure to be followed at appeal hearings can be accessed via: <http://shropshire.gov.uk/shropshire-council/policies/employee-disciplinary-policy/#The-procedure>

It is/is not (*delete as appropriate*) the intention to call witnesses at the hearing. If there is any new documentation to introduce into the proceedings this will be provided within five working days of the appeal hearing.

If you wish to call any witnesses, or introduce any new documentation into the proceedings you or your representative should notify XXXX, Human Resources, at least five working days in advance of the hearing, of the names of any witnesses and provide XXXX with any new documentation. (*include the name of relevant HR support*).

I have attached a second copy of this letter to the correspondence and I would be grateful if you would sign and return the section at the bottom to acknowledge receipt of this letter and attachments, and to confirm if you intend to bring a person to represent you and who they will be.

If you have any questions, please do not hesitate to contact me in advance.

Yours sincerely

Name
Job title
Service Area
firstname.lastname@shropshire.gov.uk
Telephone number

Encs.

Please complete the following and return to XXXX, Human Resources, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

I acknowledge receipt of the letter and attachments listed above and confirm my attendance at the Appeal Hearing on XXXX at XXXX am/pm at XXXX.

I will / will not (delete as applicable) be bringing a person to represent me at the hearing and they will be:

Name:

Capacity: Colleague / Trade Union representative
(delete as applicable)

Signed

Date