

Strictly Confidential Notes of Disciplinary Hearing

Employee Name: <input type="text"/>		Department: <input type="text"/>	
Date: <input type="text"/>	Start Time: <input type="text"/>	Finish Time: <input type="text"/>	Venue: <input type="text"/>
MGt Chair: <input type="text"/>		HR Representative: <input type="text"/>	
Other Manager(s): <input type="text"/>		Employee Accompanied by: Name: <input type="text"/>	
		Colleague <input type="checkbox"/>	TU Rep <input type="checkbox"/> Declined <input type="checkbox"/>

Introduction

The chairperson introduced those present and confirmed that this was a disciplinary hearing being held in accordance with the company's Disciplinary Procedures. The chairperson confirmed the employee's right to be accompanied and confirmed that the procedure would be as follows:

1. The chairperson will inform the employee of the issue(s) concerned.
2. The employee will then have an opportunity to respond to these issues.
3. Questions may be asked throughout the hearing by all parties.
4. The employee will have the opportunity to make any final comments for consideration.
5. The hearing will be adjourned and the chairperson will decide on the most appropriate action.
6. The outcome will be confirmed to the employee in writing as soon as possible.

HEARING

Confirm with the employee that they have received written notification of the hearing and that they understand the reason for the meeting and are happy to proceed. Yes No

If meeting not held as per details of letter, ensure employee happy to proceed and apologise and please give details below for reason why the meeting was held at different time.

Confirm reasons for hearing (conduct, work performance) Refer to Development Action Plans, Personal Improvement Plan, file notes if required.

Discuss each issue separately, giving full details of employees' explanation. Also outline any support/ training given or any previous discussions relating to issue.

Ask employee what they're doing or going to do to improve their performance. Stress that it's their responsibility.

Discuss what the company can do to help (further training etc.). Be specific.

Explain that poor performance and conduct issues affects the business – level of service, additional pressure on colleagues etc. Be specific and give details below.

If on previous warning, stress the severity of concerns if no improvement.

Other relevant information that was discussed. Provide full details below of any reassurance given by employee.

Close

The chair person asked if the employee had any other comments they would wish to add before confirming that there would be an adjournment to discuss this matter further, and that the decision would be given to the employee in writing as soon as possible.

Line Manager to provide thoughts and reasons on possible outcome below. **(These are not to be discussed with the employee)** and any follows action/support.

Name:

Line Manager Job Title: