

Disciplinary and Dismissal Procedures

2017 -20

Personnel Committee Approval: Policy approved May 2017	Person Responsible: Maureen Gimby	Reviewed: May 2017 Next Review: May 2020
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1. Introduction

- 1.1 The aim of River Clyde Homes (RCH) Disciplinary, Capability and Dismissal Policy in relation to standards of performance and conduct whilst at work is to commit to resolving unsatisfactory performance or minor misconduct issues on an informal basis in the first instance, if possible. However, the policy recognises that if informal action does not bring about a resolution or the misconduct or unsatisfactory performance is considered to be too serious to be classed as minor, formal action will be instigated.
- 1.2 RCH acknowledges that it is good practice to adopt more contemporary disciplinary and dismissal procedures by taking an “Informal Action” approach for resolution through the use of “Improvement Notices”. However, it should be noted that it is not necessary to go through every stage in the disciplinary & dismissal process prior to a very serious penalty being applied. For example, a gross breach of conduct will normally result in immediate dismissal, regardless of whether it is a first offence. It is extremely rare however for dismissal to result from a first failure to achieve an expected standard of performance or to dismiss for any first transgression other than a clear case of gross misconduct.
- 1.3 The Procedures set out the length of time each improvement notice or formal warning remains effective.

2. Types of Offences

- 2.1 Acts which constitute gross misconduct are those resulting in a serious breach of contractual terms. Where gross misconduct is the reason for dismissal, no notice or payment in lieu of notice will normally be made.

The list is not exhaustive but examples of gross misconduct include:

- Theft or fraud from RCH, its employees or its clients
- Physical violence or any kind of bullying (i.e. includes mental harassment)
- Deliberate and serious damage to property
- Serious misuse of RCH's property or name, including company vehicles
- Deliberately accessing internet sites containing pornographic, offensive or obscene material
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing RCH into serious disrepute or has the potential to do so
- Serious incapability at work brought on by alcohol or drugs
- Causing loss, damage or injury through serious negligence
- Victimisation of colleague making a protected disclosure under the Public Interest Disclosure Act 1998
- A serious breach of health and safety rules
- A serious breach of trust or confidence

2.2 The following are indicative of other types of misconduct and/or poor performance although this list is not exhaustive.

Misconduct / Poor Performance

- Poor timekeeping
- Deliberate unauthorised absence
- Failure to notify timeously reasons for absence in accordance with procedures
- Poor work performance
- Refusal to obey reasonable instructions
- Use of offensive language or inappropriate behaviour to tenants/staff/members or the public
- Misuse of RCH equipment, including company vehicles
- Committing an offence or action outwith employment but which makes the person unsuitable for his /her duties or unacceptable to other staff

3. Principles

- 3.1 At any stage in the formal procedure the employee will be informed of the nature of the complaint against him/her and will be given the opportunity to state his/her case before any decision is made. Confirmation of the nature of the complaint will be supplied in writing, on request.
- 3.2 No disciplinary action will be taken against an employee until the case has been fully investigated. Any relevant or mitigating circumstances will be taken into consideration.
- 3.3 It may prove necessary to place an employee on precautionary suspension until such investigations are carried out. Please contact the Human Resource (HR) Team for advice before doing so. If agreed, suspension will be notified to the employee in writing and will not normally exceed a period of 5 working days without a review. During such a suspension the employee will be paid at a rate equivalent to his/her contractual earnings.
- 3.4 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty will be summary dismissal, i.e. dismissal without notice.
- 3.5 The employee will have the right to be accompanied/represented by a fellow worker, a trade union representative or an official employed by a trade union at all stages of the procedure. If representation is unavailable at the time of the initial scheduled Hearing, RCH will re-schedule the Hearing to take place not later than 5 working days from the original scheduled date.
- 3.6 All information/documentation relevant to the issue will be made available to the employee who can share with TU representative if they wish.
- 3.7 An employee will have the right to appeal against any disciplinary penalty imposed.
- 3.8 In appropriate cases, (e.g. poor performance) an employee will be advised in writing of the time allowed for improvement and when and how reviews will take place.

- 3.9 For the purpose of the procedure to be followed, warnings given for different reasons shall be cumulative.
- 3.10 No disciplinary action will be taken against a Trade Union Representative until discussions have taken place with a full-time official of the Union.
- 3.11 Should any disciplinary action be reconsidered and effectively withdrawn any written references thereto, shall be removed from the employee's record and the employee and Trade Union notified accordingly.
- 3.12 The Personnel Committee Appeals Panel will have full delegated powers to adjudicate in any Appeals Tribunal.
- 3.13 All parties to this agreement (management, staff, trade unions) agree to be bound by the process, spirit and intention of this agreement.

4. Informal Action

- 4.1 Using informal action allows the Line Manager to have a one-to-one discussion with the employee with a view to helping sponsor a required improvement. In many cases this approach will offer a speedier and more effective method than routing the problem through the formal disciplinary channels. Constructive criticism and ensuring that the employee is fully aware of what needs to be done and the timescales required to meet expectations should be the focus of the informal action meeting. Setting out ways the employee can do this will also be useful. A good informal action discussion will ensure the employee is aware of any subsequent sanctions that may be taken where the desired improvement is not achieved and maintained.
- 4.2 Managers should keep a brief written record of an informal meeting and write to the employee after the discussion confirming the actions that are required and the timescales involved in an **"Improvement Notice"**. ***An "Improvement Notice" is attached as Appendix 1.***
- 4.3 An informal action meeting should not turn into a formal disciplinary meeting half way through.

If the informal discussion does not proceed well – or if it raises matters that sound more serious – then the Line Manager should end the meeting and consider whether the matters at hand should more appropriately be raised within the range of formal actions the procedures contain. An employee attending an informal action meeting does not have the right to be accompanied.

5. Formal Action

- 5.1 If formal action is to be taken against any employee, the employee must be given the right to have representation by a fellow worker, a trade union representative or an official employed by a trade union only. The chosen representative can address the meeting, but not answer questions on behalf of the employee unless this is agreed by management in advance.

6. Formal Action: Stages

6.1 Stage 1 - Investigation

- (i) Before any formal meetings are scheduled, it is necessary to gather sufficient information to determine if the matter merits formal investigation. This is normally done by the immediate line manager/supervisor and is best done promptly before memories fade. It is also usual to put the concerns to the employee to help better assess whether the matter requires formal action at all and the employee may be accompanied by a fellow worker, a trade union representative or an official employed by a trade union only. It may also be necessary to take statements from others and to collect other information. **An “Invite to Investigation” letter is attached as Appendix 2.**
- (ii) If the alleged matter will potentially result in gross misconduct, the employee may be suspended on full pay whilst the investigation proceeds. This may also be a reasonable step where the employee poses a potential risk to others, or their continued presence in the workplace may jeopardise the investigation. A Manager may suspend a member of staff as a precautionary measure in the presence of a witness; the precautionary suspension will be confirmed in writing and will not normally exceed a period of 5 working days without a review. Please speak to the HR Team for guidance on this letter.
- (iii) Having concluded the investigation it is again wise to pause, write down the bones of the issue in broad headings and make a final assessment as to whether the matter is best served by using the formal or the informal approach. If formal action looks necessary, then a disciplinary meeting (hearing) needs to be arranged.
- (iv) It is not good practice to let the investigation stage run on too long and if there is a reasonable case to be answered, it should not take weeks and months for this to be quantified. Neither is the disciplinary meeting a court case - it is not necessary to uncover every scrap of potential evidence and paperwork that could possibly exist. Indeed, too much lightweight supporting evidence may have the potential to simply confuse rather than highlight the main thrust of the alleged “offence”.

This scenario often leads to matters and materials of peripheral importance being endlessly disputed, whilst the main thrust of the original concern becomes sidelined.

- (vi) The employee’s involvement in an investigation stage can be helpful and may sometimes help clear matters up quickly and informally. However, managers have a right to expect the employee to co-operate rather than frustrate the process when invited to participate in the investigation. Where reasonable co-operation is not forthcoming, the investigating officer will have little choice but to conclude the investigation without the full benefit of the employee’s input.
- (vii) It is not always possible to furnish the employee with every statement or other piece of

written evidence collected. In exceptional cases, some statements will have been given in confidence and those who offer them may fear repercussions if their identities are revealed. In such circumstances, the investigating manager / supervisor should aim to try and check and corroborate the information given confidentially. It would also be reasonable to offer the employee details of the content of any such statements so that they are in a position to offer any alternative view of the events.

- (viii) The investigating officer may be required to attend any formal disciplinary hearing to present the management case for consideration regarding misconduct or poor performance
- (ix) Formal hearings may be chaired by a Manager. However, if the case being considered is of a serious nature which might result in dismissal or action short of dismissal being issued, or if there is a current final written warning live on file, a member of the Senior Management Team will chair the hearing, with any appeal being heard by the Executive Management Team or the Personnel Committee Appeals Panel, whichever is relevant.

6.2 Stage 2 – Disciplinary Meeting (Hearing)

- (i) If a formal meeting is arranged, it is important that the employee is made aware that it is a formal disciplinary meeting and is given advance notice (minimum of 48 hours) of the nature of the complaint and the generality of evidence which supports it. If the meeting has the potential to result in dismissal, this must be made explicit. The right to be accompanied by a fellow worker, a trade union representative or an official employed by a trade union should also be confirmed. For all of these reasons, it is a requirement that the employee receives a letter inviting them to attend the disciplinary hearing and outlining all of the above points and those who will be present at the hearing. Where supporting evidence is available, this will generally, but not always, be offered in full to the employee. A representative from the HR Team will be present at any formal meeting to bear witness to events and a note taker will be in attendance at all hearings. **An “Invite to Disciplinary Hearing” letter is attached as Appendix 3 and an “Invite to Disciplinary Hearing – Dismissal or action short of dismissal” letter is attached as Appendix 4.**
- (ii) The manager chairing the hearing will introduce all those present and explain the complaint against the employee and go through the evidence gathered. The employee is then invited to state their case and offer any alternative views and supporting evidence. The employee must also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses and will also be given the opportunity to raise points about any information provided by witnesses. If RCH or the employee intends to call relevant witnesses, advance notice should be given and both the employer and employee may question these witnesses for clarification on any points should this be necessary.
- (iii) Similar to the use of confidential written statements, some who offer evidence may wish to remain unidentified. In this situation, the manager chairing the hearing may wish to corroborate the evidence concerned confidentially, and provide the employee with details of the content of any such statements and allow any comment / alternative views

to be offered at the hearing. This type of evidence needs to be weighed up carefully against any more obvious information to hand. If any new facts emerge during the course of the hearing, the manager will decide whether any further investigations are required. If so, an adjournment should be called to allow this to happen. If no further enquiries are felt necessary then the hearing should end with the manager giving the employee a final brief opportunity to sum up his/her position. The hearing will then be adjourned to allow the manager to deliberate privately.

(iv) **Decision/Sanction to be imposed**

In reaching a decision, the manager should try and come to a clear view about the facts. Where these are disputed, decide on the balance of probability what version is closer to the likely true picture. Before deciding on any sanction, consider the following:

- The seriousness of the offence and whether the procedure gives any guidance on the level of appropriate sanction
- Whether there have been similar past cases and if so the penalty applied in those instances
- The employee's disciplinary record and general service
- Whether there are any mitigating circumstances
- And overall is the sanction reasonable in all the circumstances

Having reached a decision, the employee has to be informed of it. The decision should be given to the employee, if possible, on the same day. However, given the time deliberations may take, it may sometimes be impractical to ask the employee, and the person accompanying them, to remain available to hear the decision. In these instances, the decision will be communicated by letter. The employee needs to be clearly informed of the decision and the sanction that has been applied, if any.

Where the sanction is anything other than dismissal, the employee has also to be advised of the level of improvement that is sought, the duration of the warning, and any consequences that will arise where the improvement is not achieved or sustained. **A “Disciplinary Hearing Outcome – Warning(s)” letter is attached as Appendix 5 and a “Disciplinary Hearing Outcome – Dismissal (or action short of dismissal)” letter is attached as Appendix 6.**

- (v) Finally, the decision letter should set out the right of appeal and how this operates. All such decision letters have to be issued to the employee within 5 working days of the hearing and state that any appeal against the decision should be lodged within 5 working days of receiving the decision letter and an appeal hearing should be convened within 10 working days of the appeal being lodged. (These timescales may be varied by mutual agreement).

6.3 Stage 3 – Appeal Hearing

- (i) Where an employee raises an appeal, a further hearing needs to be arranged. The appeal will be heard by a member of Senior Management Team, the Executive Management Team or the Personnel Committee Appeals Panel, whichever is relevant.

The relevant person/ panel will be a higher level than the manager issuing the penalty. Written submissions must be lodged with the relevant person/panel no later than 5 working days from the date the penalty was received. Where this timescale for lodging an appeal is breached, RCH reserves the right to record this fact and notify the employee accordingly thus ending the process. **An “Appeal Invite (Warnings)” letter is attached as Appendix 7 and an “Appeal Invite (Dismissal)” letter is attached as Appendix 8.**

- (ii) In the event that an appeal hearing does take place, the person(s) chairing the appeal is not expected to “re-try” the original matter in full. In any appeal, the employee may lodge grounds for appeal in advance or simply state these at the meeting. The person(s) hearing the appeal can then conduct any further enquiries felt necessary in examining the appeal grounds. An employee will have the right to representation by a fellow worker, a trade union representative or an official employed by a trade union at any appeal hearing. **An “Appeal Outcome (Warnings)” letter is attached as Appendix 9 and an “Appeal Outcome (Dismissal)” letter is attached as Appendix 10.**
- (iii) At all levels, appeals hearings shall be entitled to confirm disciplinary action, dismiss disciplinary action or substitute a lesser penalty. The decision of the appeal made by a member of the Senior Management Team, Executive Management Team or the Personnel Committee Appeals Panel, whichever is relevant, will be final.

7 Ongoing Monitoring

- 7.1 If a sanction or penalty is applied, the employee’s Line Manager has the role of providing any reasonable support and for monitoring progress against desired improvement levels. This should be started immediately after the sanction or penalty has been applied and, where improvement is not detected within a reasonable period, the Line Manager should consider whether further formal action is required. Whilst support and encouragement is to be available from RCH, it is ultimately the employee who has to achieve the desired level of improvement. It is not incumbent upon the Line Manager to provide unlimited levels of support. However, it is extremely bad practice to issue a warning and do nothing further until a short time before its expiry date and Line Managers must ensure ongoing monitoring is being conducted.

8 Sanctions/Penalties

8.1 Level 1: Informal Action – Improvement Note

The manager / supervisor will meet with the employee to agree a timescale for improvement and a written record of the informal meeting in the form of “An Improvement Note” which confirms the actions that are required and the timescales involved will be given to the employee. The employee will be monitored during the improvement timetable and failure to improve may result in further action being taken.

8.2 Level 2: Formal Action - First Written Warning

If there is no improvement in the standard of conduct/performance or if the conduct is more serious the employee will be interviewed by a Manager and given an opportunity to explain his/her actions. If the explanation is not satisfactory a **First Written Warning** will be issued. The employee will be informed in writing of his/her right of appeal.

8.3 Level 3: Formal Action - Final Written Warning

If there is still no improvement in the standard of conduct/performance or if the conduct is more serious, the employee will be interviewed by a Manager, member of the Senior Management Team or the Personnel Committee, whichever is relevant and given an opportunity to explain his/her actions. If the explanation is not satisfactory a **Final Written Warning** will be issued. The employee will be informed in writing of his/her right of appeal.

Additional sanctions or penalties, such as restriction of flexi etc or withdrawal of allowances may also be applied in conjunction with warnings issued at levels 1 – 3 if necessary as taking action short of dismissal.

8.4 Level 4: Formal Action - Dismissal

Dismissal may be considered if there is still no sustained improvement in the standard of conduct/performance whilst a final written warning remains live or if there is an allegation of **Gross Misconduct**.

A member of the Senior Management Team or the Personnel Committee will write to the employee to arrange an interview with the employee and the manager recommending the disciplinary hearing, to enable the employee to have the opportunity to state his/her case before a decision to dismiss is made. The Senior Management Team member will convey her/his decision to both the employee and the manager. This will be done verbally and also by letter within 2 working days and must include:-

- The reason for dismissal
- The effective date of the dismissal.
- The right of appeals to the Personnel Committee Appeals Panel. Appeals against dismissal may be lodged with RCH within 5 working days of notification of the disciplinary decision.

In the case of **Gross Misconduct**, dismissal will be without notice.

9 Authority to take Disciplinary Action

- Improvement Notice – Line Manager/Supervisor and above
- First Written Warning – Manager and Senior Management Team
- Final Written Warning – Manager and Senior Management Team
- Dismissal – Senior Management Team
- Appeals – Senior Management Team or Personnel Committee Appeals Panel, whichever is relevant

The Personnel Committee will be involved in any disciplinary action relating to the conduct or performance of a member of Executive Management Team and in line with the Scheme of

Delegation.

10 Duration of Warnings

- Improvement Notice – not more than 6 months
- First Written Warning – 6 months
- Final Written Warning – 12 months

11 Record Keeping

11.1 The file may only be accessed by the employee, the line manager, a member of the Senior Management Team and the HR Team for updating. It is the responsibility of the HR Team to ensure that spent disciplinary warnings are removed from employee's files timeously.

When a disciplinary warning reaches its expiry, the related papers should be removed from the body of the Personnel File and kept secure in a confidential personnel archive.

APPENDIX 1 – IMPROVEMENT NOTICE

Improvement Notice			
NAME:		TEAM:	
IMPROVEMENT NOTICE PERIOD:		REVIEW DATES:	

PLANNED OUTCOMES

Where do I need to be by the end of this period? What do I need to be doing? How will I get there? What will happen if I don't succeed?

You will be supported throughout the Improvement Notice period to help you achieve the desired outcomes. However, if there is insufficient progress or improvement, more formal action may result.

What do you need to learn, improve or achieve?	What will you do to achieve this?	What resources or support will you need?	Next Steps	Review Date	Further Action Required

Signed (Employee)

Date

Signed(Manager)

Date.....

APPENDIX 2 – INVITE TO INVESTIGATION

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Disciplinary (or Grievance) Investigation

This letter is to confirm that you are required to attend a disciplinary investigation to be held at (enter location and address) on (enter date and time). You have the right to be accompanied by a fellow worker, a trade union representative or an official employed by a trade union only. This meeting will be held by (name of Investigatory Officer).

The purpose of this meeting is to consider the following allegations. :-

- List of allegations.
- Ensure the list is comprehensive

I acknowledge that this situation may be causing you some upset and I would like to remind you of the free counselling service through Westfield Health, to which you have access. The Service allows you to refer yourself for free, confidential independent counselling support. Please quote the scheme number of 71718 and 'River Clyde Homes' when you call on 0800 092 0987 (this number is free from a UK landline).

Should you wish to discuss any aspect of this letter, please telephone me on (telephone number).

Yours sincerely

Name
Job Title (Investigating Officer)

** Offer one alternative date and the wording should be amended as appropriate

APPENDIX 3 - INVITE TO DISCIPLINARY HEARING

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of Disciplinary Hearing

I am writing to tell you that you are required to attend a disciplinary meeting on
at am/pm which is to be held in At this meeting the question of
disciplinary action against you, in accordance with River Clyde Home's Disciplinary &
Dismissal Procedures, will be considered with regard to:

(Comprehensive list of allegations from disciplinary investigation letter)

I enclose the following documents*:
(Investigation Report)

The possible consequences arising from this meeting might be:
(First Written Warning/Final Written Warning/Dismissal –delete as appropriate)

You have the right to be accompanied by a fellow worker, a trade union representative or
an official employed by a trade union only.

Yours sincerely

Name
Job Title (Disciplinary Officer)

Note: All * to be removed from letter and wording should be amended as appropriate

**APPENDIX 4 - INVITE TO DISCIPLINARY HEARING –
DISMISSAL OR ACTION SHORT OF DISMISSAL**

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of Disciplinary Hearing

I am writing to tell you that River Clyde Homes is considering dismissing OR taking disciplinary action [insert proposed action] against you.

This action is being considered with regard to the following circumstances:

(Comprehensive list of allegations from disciplinary investigation letter)

I enclose the following documents*:
(Investigation Report)

You are invited to attend a disciplinary meeting on at am/pm
which is to be held in where this will be discussed.

You are entitled, if you wish, to be accompanied by another work colleague or your trade union representative.

Yours sincerely

Name
Job Title (Disciplinary Manager – SMT)

Note: All * to be removed from letter and wording should be amended as appropriate

APPENDIX 5 – DISCIPLINARY HEARING OUTCOME:

WARNING(S)

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of written warning or final written warning

You attended a disciplinary hearing on I am writing to inform you of your written warning/final written warning*.

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of months, provided your conduct improves/performance reaches a satisfactory level**.

- a) The nature of the unsatisfactory conduct or performance was:
- b) The conduct or performance improvement expected is:
- c) The timescale within which the improvement is required is:
- d) The likely consequence of further misconduct or insufficient improvement is: Final written warning/dismissal

You have the right to appeal against this decision (in writing**) to (SMT/EMT) within five days of receiving this disciplinary decision.

Yours sincerely

Name
Job Title (Disciplinary Officer)

Note: All * to be removed from letter and wording should be amended as appropriate

**APPENDIX 6 – DISCIPLINARY HEARING OUTCOME:
DISMISSAL**

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of dismissal or action short of dismissal (delete as appropriate)

On you were informed that River Clyde Homes was considering dismissing OR taking disciplinary action [insert proposed action] against you.

This was discussed in a meeting on At this meeting, it was decided that:
[delete as applicable]

Your conduct/performance/etc was still unsatisfactory and that you will be dismissed.
Your conduct/performance/etc was still unsatisfactory and that the following disciplinary action would be taken against you
No further action would be taken against you.

I am therefore writing to you to confirm the decision that you be dismissed and that your last day of service with River Clyde Homes will be

The reasons for your dismissal are: (comprehensive reasons)

I am therefore writing to you to confirm the decision that disciplinary action will be taken against you. The action will be

The reasons for this disciplinary action are:
(comprehensive list)

You have the right of appeal against this decision. Please write to (member of Personnel Committees Appeal Panel) within five days of receiving this disciplinary decision

Yours sincerely

Name
Job Title (Disciplinary Officer)

Note: All * to be removed from letter and wording should be amended as appropriate

APPENDIX 7 – APPEAL INVITE LETTER (WARNINGS)

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of appeal meeting against warning

You have appealed against the written warning/final written warning* confirmed to you in writing on

Your appeal will be heard by (SMT/EMT) in on at

You have the right to be accompanied by a fellow worker, a trade union representative or an official employed by a trade union only. The decision of this appeal hearing is final and there is no further right of review.

Yours sincerely

Name
Job Title (SMT/EMT)

Note: All * to be removed from letter and wording should be amended as appropriate

APPENDIX 8 – APPEAL INVITE LETTER (DISMISSAL)

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of appeal meeting against dismissal/disciplinary action

You have appealed against your dismissal/disciplinary action [delete as appropriate] on confirmed to you in writing on Your appeal will be heard by..... (member of Personnel Committee Appeals Panel) in on at

You have the right to be accompanied by a fellow worker, a trade union representative or an official employed by a trade union only.

The decision of this appeal meeting is final and there is no further right of review

Yours sincerely

Name
Job Title (Personnel Committee Appeals Panel)

Note: All * to be removed from letter and wording should be amended as appropriate

**APPENDIX 9 – APPEAL OUTCOME LETTER
(WARNINGS)**

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of result of appeal against warning

You appealed against the decision of the disciplinary hearing that you be given a warning/in accordance with the Company Disciplinary Procedure. The appeal hearing was held on

I am now writing to inform you of the decision taken by the Manager who conducted the appeal hearing, namely that the decision to stands*/the decision to be revoked* [specify if no disciplinary action is being taken or what the new disciplinary action is].

You have now exercised your right of appeal under River Clyde Homes Disciplinary & Dismissal Procedures and this decision is final.

Yours sincerely

Name
Job Title (Appeal Hearing Manager)

Note: All * to be removed from letter and wording should be amended as appropriate

**APPENDIX 10 – APPEAL OUTCOME LETTER
(DISMISSAL)**

Name
Address
Address
Town
Postcode

Enquiries to:
Telephone: (01475)
E-mail: @riverclydehomes.org.uk
Your ref:
Our ref:
Date:

Dear

Notice of result of appeal against dismissal/disciplinary action*

You appealed against the decision of the disciplinary hearing that you be dismissed/subject to disciplinary action [delete as appropriate].

The appeal meeting was held on

I am now writing to inform you of the decision taken by
[insert name of the SMT] who conducted the appeal meeting, namely
that the decision to stands/ the decision to be
revoked [specify if no disciplinary action is being taken or what the new
disciplinary action is].

You have now exercised your right of appeal under River Clyde Homes Disciplinary & Dismissal Procedures and this decision is final.

Yours sincerely

Name
Job Title (Member of Personnel Committee Appeals Panel)

Note: All * to be removed from letter and wording should be amended as appropriate