**NHSSCOTLAND XXXXXX POLICY**

**HEARING NOTE – INVESTIGATION/ CONDUCT/STAGE 1;2;3**

**DATE: XXXXXX Commencing XX:XXhrs**

**Meeting held Face to Face/ through Microsoft Teams**

**PRESENT:**

|  |  |
| --- | --- |
| Panel Chair: |  |
| Independent Manager: |  |
| HR for Panel: |  |
| Employee: |  |
| Colleague/ Representative: |  |

**IN ATTENDANCE:**

|  |  |
| --- | --- |
| Investigating/Conduct/Stage 1;2;3 Chair/Manager  (presenting management case): |  |
| HR Rep Supporting Manager: |  |
| Secretariat: |  |
| Witness(es), Name & Role: |  |

Time meeting commenced:

1. **INTRODUCTIONS**

The Panel Chair introduced all present and all explained their role.

1. **PURPOSE**

The Panel Chair confirmed that this was a XXXXX Hearing under the NHS Once for Scotland XXXXX Policy process.

Chair explained that the purpose of the Hearing was to review the information gathered in written cases and during meeting in relation to the following raised under Relevant Policy (detail below):

Chair added that the possible outcomes of this Hearing would be as follows:

Grievance

1. Upheld
2. Partially Upheld
3. Not Upheld

Bullying & Harassment

1. The complaint is not upheld
2. The complaint is upheld and justifies learning outcomes
3. The complaint is upheld and justifies referral to a formal conduct Hearing

Conduct Investigation:

1. The allegation is not upheld
2. Learning outcomes and/or
3. Formal disciplinary sanction

Conduct Hearing Outcomes:

Formal disciplinary sanctions available to the panel are as follows:

* First written warning – 6 months
* Final written warning – 12 months
* First and final written warning – 12 months
* Alternatives to dismissal
* Dismissal

Appeals:

Chair added that the possible outcomes of this Hearing would be as follows:

For Attendance Appeals it could be:

1. Upheld
2. Partially Upheld
3. Not Upheld
4. **STAFF MEMBER CASE – presented by XX**

**Key points:**

Questions from Manager to Employee:

Responses

Questions from Panel to Employee

Responses

1. **MANAGEMENT CASE – presented by XX**

**Key Points:**

Questions from Employee to Manager

Responses

Questions from Panel to Manager

Responses

1. **Witnesses:**

**Name: Role:**

**Time called into meeting: Time concluded:**

*(complete for each witness)*

1. **ADDITIONAL DISCUSSIONS/COMMENTS**
2. **CLOSING SUMMARIES**
3. **ADJOURNMENT FOR PANEL TO CONSIDER**

Time adjournment commenced: Time re-convened:

1. **EMPLOYEE ADVISED OF DECISION (IF OUTCOME AVAILABLE AT MEETING)**

Outcome:

Rationale for outcome:

1. **TIMESCALE FOR OUTCOME/LETTER TO BE ISSUED/FURTHER INFORMATION REQUIRED**
2. **DETAILS OF RE-CONVENE MEETING (IF REQUIRED)**

**Meeting concluded XXXXhrs**