*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Disciplinary hearing agenda***

*Use this as guidance on how to chair a disciplinary panel and outline the meeting.*

Disciplinary Hearing – **Employee’s Name**

Time and Date

Attendees: \*\*\*\* Chair of the Panel

\*\*\*\* Panel Member (if applicable)

\*\*\* Investigating Officer

\*\*\*\*\* Notetaker

\*\*\*\*\* Employee

Agenda

1. Introductions – Chair
2. Outline of Procedure – Chair

* The employee has the right to be accompanied – confirm happy to proceed or alone or clarify who they have brought and in what capacity
* We will review the invite letter / management investigation / evidence
* Employee will have the right to outline their case
* A decision will be made following an adjournment
* Are there any reasonable adjustments that are required?

1. Summary of Allegations – Chair

\*Detail the allegations here\*

4. Investigating Officer’s Report Discussed

* Questions regarding the management case

5 Presentation of Case – Employee Name

* Employee states their case
* Questions regarding the employee presentation of case

6 Concluding statements

* + Investigating officer (if applicable)
  + Employee

7 Chair adjourns Meeting to Consider Case

(Investigating officer, employee and their representative to leave the room)

8 Reconvene Meeting and Decision – Chair

Notification of Decision or Advise of Further Investigation Required (time-bound)

Confirmation of outcome to be provided in writing within 5 days

Explanation of the right of appeal to **insert name, title**, within 5 working days

9 Close