**10 STEP DISCIPLINARY HEARING FORMAT**

1. **Introductions** – identify those present and their roles (e.g. Chair, minute taker, employee, employee representative)
2. **Representation –** is the employee represented? If not, remind them of their right to be accompanied by a trade union representative or colleague.
3. **Set out purpose of the meeting** – e.g. ‘thank you for your time today. The purpose of this hearing is to outline certain disciplinary allegations and allow you to respond to them. [if represented – I note that you ae represented by [Mr/ Ms X]. As a reminder whilst Ms / Ms X can make representations on your behalf and generally assist you, they cannot answer questions for you’.
4. **Check employee has received invitation letter and any documents –** if not, adjourn to allow employee (and rep) to consider the documents.
5. **Set out the allegations –** e.g., ‘the allegations we are considering today are as follows – 1. That on [DATE] you [ALLEGATION] and 2. That on [DATE] you [ALLEGATION] etc.’
6. **Allow employee/ rep to respond** – e.g. ‘I now invite you to respond to the allegations – starting with allegation 1 - how do you respond to that?’ Make sure each allegation is dealt with and responded to.
7. **Ask questions –** is there anything in the employee’s response which is unclear? Are there any contradictions in what the employee is saying? Has the employee’s rep said anything (if not, have they got anything to add)?
8. **Is there anything else you need?** Does the employee’s response require further investigation? Do you need to speak to any other employee or view any new documents? If so, consider any adjournment so that the employee(s) can be spoken to / document viewed.
9. **Adjourn to consider your decision.** Even if it is an, ‘open and shut’ case, it is good practice to adjourn for 20-30 minutes to consider the decision and any sanction. You may need longer in more complex cases. Consider whether to inform the employee of the outcome face-to-face at another meeting or by letter only.
10. **Confirm timescales –** before adjourning, let the employee know likely timescales (i.e. will you be making your decision today or adjourning for a longer period?).