***NB – The employee must be given at least 3 working days’ notice of the date of the meeting***

**PERSONAL**

Dear

**INVESTIGATORY MEETING**

I am investigating an allegation/s\* that has/have been made against you and wish to discuss the matter with you.

###### Insert allegation/s\*

###### My role

My role as Investigating Officer is to establish the facts and in doing so, it is clearly important that I gather all relevant information before deciding whether there is any substance to the allegation/s*\** made against you and if so, whether the matter should be dealt with formally under the disciplinary procedure. My investigation may involve obtaining statements from witnesses and examining relevant documents.

You are required to attend an investigatory meeting on (*date, time and location*) so that I can hear your response to the allegation/s\*. I will be accompanied by (*name*).

###### Nature of our meeting

I wish to emphasise that our meeting is investigatory and should not be confused with a disciplinary hearing.

Should I determine that disciplinary action needs to be considered, then a separate disciplinary hearing will subsequently be convened and chaired by a different officer. You have the right to be accompanied by a work colleague or trade union representative if you so wish. You are not permitted to be accompanied by your partner, a spouse or legal practitioner.

**Conclusion of investigatory process**

On conclusion of my investigation I will consider all relevant issues that have emerged; consider whether there is any substance to the allegations; and make a recommendation. This could include: that the matter be progressed to a disciplinary hearing; a decision to take no action or an informal counselling session.

I will confirm my decision in writing to you.

###### Confirming your attendance

You are expected to co-operate fully with the investigation and take all reasonable steps to attend any investigatory meetings. I have to advise that should you fail to attend the meeting without good and sufficient reason, then I may need to take decisions in your absence. This is why it is so important for you attend the meeting.

If the work colleague or trade union representative you select is unable to attend on the above date you have the opportunity to suggest another date. This alternative date must suit everyone involved and be no more than 5 working days after the original date – otherwise, you must select another companion or attend the meeting unaccompanied.

###### Procedure if matter is referred to a disciplinary hearing

If I decide that the matter should be dealt with formally by recommending a disciplinary hearing be convened then the Chair of the hearing will invite you to a hearing.

I trust this satisfactorily explains how the investigatory process will proceed.

Please telephone me as soon as possible to confirm that the above date and time are suitable, whether you will be accompanied and, if so, by whom.

Yours sincerely

**NAME OF INVESTIGATING OFFICER**

Enc Copy of Managing Discipline Policy and Procedure