**Checklist for Chair of Disciplinary Hearing**

|  |  |  |
| --- | --- | --- |
| **Who** | **What** | **Completed** |
| **Before hearing** | | |
| Chair of Hearing | Receive IO report |  |
| Chair of Hearing | Contact Employee Relations (employeerelations@aberdeencity.gov.uk) for a P&O advisor to support at hearing |  |
| Chair of Hearing | Arrange mutually agreeable time with IO and P&O advisor to hold hearing & book room |  |
| Chair of Hearing | Invite employee to hearing |  |
| **After hearing** | | |
| Chair of Hearing | Consult with P&O advisor and then send outcome letter to employee and P&O advisor for file |  |
| Chair of Hearing | Consider whether referral to Disclosure Scotland is necessary (and make referral) |  |
| Chair of Hearing | Update Professional Body with outcome of hearing if appropriate |  |
| Chair of Hearing | Send outcome letter to AskHR - highlighting dismissal if necessary. |  |
| **People and Organisation** | | |
| P&O advisor | Update Casework register |  |
| P&O advisor | Update PSE with sanction if appropriate |  |
| P&O advisor | Make sure all paperwork is in file |  |