**PERSONAL**

Dear

**PRECAUTIONARY SUSPENSION**

Following our meeting on (*date*), I write to confirm your suspension from duty, effective from that date.

###### Reason for suspension

This is a precautionary suspension, without prejudice or assumption of guilt, pending investigation into the following allegation/s*\** which has/have*\** been made against you:

***<Insert allegation/s\*>***

The decision to suspend you from duty was not taken lightly and was on the basis of the apparent nature and seriousness of the allegation/s\*. Your suspension is not to be regarded as a disciplinary sanction or as prejudging the matter. If at any stage of the disciplinary procedure it is determined that the suspension should be lifted, you will be informed immediately. Your suspension will be reviewed at regular intervals.

###### Investigatory process

The allegation/s\* will be investigated as quickly as possible although you will appreciate that in order for the investigation to be carried out fairly and thoroughly the Investigating officer may need to take the necessary time to obtain statements from witnesses and examine relevant documents as a means of attempting to establish the facts.

The role of the Investigating Officer is to establish the facts by gathering all relevant information then decide whether to (1) take the matter no further, (2) arrange for the matter to be dealt with informally or (3) arrange for the matter to be dealt with formally by referring it to a disciplinary hearing.

###### Pay during suspension

During the period of suspension you will receive your normal contractual pay. There will be no day in lieu of any public holiday unless you are required to attend for any work related issue on a public holiday that falls during your period of suspension.

**Annual leave during suspension**

Previously authorised annual leave which falls during a period of suspension will be unaffected and no days in lieu will be given. If you wish to submit a request for annual leave during the course of a period of suspension this should be done by writing in advance to the Investigating officer. The terms of suspension as set out in this letter will remain in place during any annual leave days.

**Sickness absence during suspension**

Any period of sickness that occurs during the suspension should be reported to the Investigating officer. Your suspension will be converted to sickness absence for that period. You should submit appropriate self and medical certificates which will be forwarded to Payroll in order for you to receive the appropriate sick pay (assuming you qualify).

The investigation will continue and the terms of suspension as set out in this letter will remain in place. Should your situation alter and your GP subsequently declares you are fit to return to work prior to the conclusion of the investigation you must inform the Investigating officer who will convert your sickness to suspension from duty, if still appropriate.

###### Contact with workplace

To enable the investigation to take its course, you must not contact your workplace, colleagues or clients of the Council. Your only contact should be with the Investigating Officer and the appointed Welfare Contact. Should you require access to internal information e.g. email correspondence, documents which you deem relevant to the investigation, please discuss this with the Investigating Officer who can arrange this.

The Welfare Contact will usually be your line manager, unless the circumstances deem that it is more appropriate for another manager to fulfil this role. If this is the case, a Welfare Contact will be identified and contact will be made to discuss and agree the appropriate level of support.

You are of course permitted to contact a trade union representative and enter Council premises to meet with a trade union representative provided you refrain from entering your normal place of work. Should you not be a member of a trade union and wish to be accompanied by a colleague, you should contact the Investigating Officer who will arrange this. You are expected to make yourself available for any meeting which may be arranged as part of the investigation and to co-operate fully with the process.

The Investigating Officer assigned to investigate this matter will contact you as soon as they are in a position to do so.

Yours sincerely

**NAME OF OFFICER CARRYING OUT SUSPENSION**

Enc Copy of Managing Discipline Policy and Procedure