

FORMAL MEETINGS – PART ONE

During your course of employment it may be the case that you are asked to attend the following types of meetings: Formal disciplinary meetings, Formal grievance hearings or Appeal meetings or it may be the case that one of your work colleagues asks you to attend with them to the types of meetings detailed above as their 'companion'.

In this article we will discuss what happens during the disciplinary process.

In subsequent articles we describe what happens during grievance hearings. In the third and final article in the series, we describe the role of the companion who can accompany someone at a disciplinary or grievance hearing. A formal disciplinary meeting may be arranged if your employer feels that there are issues with:

- Your performance (how you do your job, how you fulfil your role, your capabilities in your role)
- Your conduct (how you behave at work, your attitude, compliance with instructions and procedures, how you treat other people at work including customers)
- Your timekeeping and your attendance

Informing you of the disciplinary meeting - your employer should provide you with a letter inviting you to attend a disciplinary meeting. This letter should let

you know what the issues/'allegations' are, the date, time and location of the meeting. It will also let you know that the outcome of the meeting may be of a disciplinary nature and that you are entitled to be accompanied (the role of the companion will be covered in a future article). If you receive such a letter then you should prepare yourself for the meeting by thinking about what questions you may be asked, what happened, the incidents, concerns, issues that are going to be discussed.

It may be the case that an informal or investigatory meeting took place prior to you receiving the invite letter. If this is the case then the issues discussed with you at this informal meeting will probably be discussed with you again, in more depth. It may be the case that you have been suspended off site on full pay. An employer will suspend a member of staff where the issues/allegations are of a serious nature. The suspension allows you time to think about the issues and allows your employer time to investigate issues further.

The meeting - you will be asked a series of questions at the disciplinary meeting and you should be given the opportunity to answer. You may be shown documentation or you may have been given documentation prior to the meeting that relates to the issues/concerns being discussed.

The decision - a decision should only take place when you have been asked questions and you are given the opportunity to respond. It may be the case that your employer has a break and then returns to the meeting having made a decision or your employer may wish to consider the issues overnight before making a decision.

If a formal warning is being issued to you then you should be given a letter stating the reasons for the warning, the level of warning, how long the warning lasts for, and you will have the right of appeal against the decision.

Appeal - if you have appealed a disciplinary decision then you will be invited by letter to discuss this in an appeal hearing. This letter should let you know the date, time and location of the meeting. It will also tell you are entitled to be accompanied.

The meeting - at an appeal meeting you will be asked to detail the specifics of why you are appealing. You will have written a letter prior to this, and your employer will want you to expand upon the information in your letter.

The decision - your employer will write to you with the decision/outcome of your appeal meeting.



in the shed answers

QUICK 'NINE HOLE' QUIZ ANSWERS:

1. She is the wife of Sir Stephen Redgrave
2. Duncan Goodhew
3. Brendan Foster (winning bronze)
4. Insurance clerk and policeman
5. Jamaica
6. Denise Lewis
7. Silver
8. Steve Backley
9. Hockey

CROSSWORD

B	A	C	K	L	O	G		F	L	O	T	S	A	M
L		R		A		O		A		A		Q		E
I	B	U	P	R	O	F	E	N		F	A	U	L	T
P		C	Y		A		T		I		A		H	
	G	I	A	N	T	S	C	A	U	S	E	W	A	Y
		F		X		T		S		H				L
S	W	O	T		R	E	C	Y	C	L	A	B	L	E
U		R		B		R		F		Y		I		N
C	O	M	M	I	S	S	I	O	N		G	L	E	E
		C		A		T		O		O		L		
U	N	S	A	T	U	R	A	T	E	D	F	A	T	
L		H		H		I		B		I		B		F
E	Q	U	A	L		P	I	A	N	O	R	O	L	L
N		N		O		E		L		U		N		U
T	E	T	A	N	U	S		L	A	S	A	G	N	E

MONSTER SUDOKO

2	9	1	4	F	D	A	E	6	5	0	3	7	8	B	C
8	7	B	6	3	C	2	5	A	D	E	F	9	1	0	4
3	0	C	5	9	B	4	6	8	2	1	7	D	F	E	A
A	E	F	D	7	0	1	8	C	B	4	9	6	5	2	3
5	A	7	B	E	9	0	2	4	1	C	8	3	D	6	F
1	F	9	C	8	3	6	7	D	E	A	2	0	4	5	B
0	2	E	8	5	4	F	D	3	9	B	6	A	C	7	1
D	6	4	3	C	A	B	1	5	F	7	0	E	2	9	8
9	1	6	2	4	8	7	3	0	C	F	A	5	B	D	E
4	3	A	7	B	6	D	F	2	8	5	E	C	9	1	0
B	C	8	F	0	E	5	9	1	7	3	D	4	6	A	2
E	D	5	0	2	1	C	A	9	4	6	B	F	3	8	7
C	8	D	9	6	7	E	4	F	0	2	1	B	A	3	5
7	4	3	1	A	F	8	0	B	6	9	5	2	E	C	D
6	B	2	E	D	5	3	C	7	A	8	4	1	0	F	9
F	5	0	A	1	2	9	B	E	3	D	C	8	7	4	6

SQUIGGLY SUDOKO

9	8	1	2	3	7	6	4	5
5	2	7	9	6	4	1	3	8
4	3	6	1	5	8	2	7	9
6	5	9	4	2	3	8	1	7
7	1	2	5	8	6	4	9	3
3	4	8	7	9	1	5	6	2
1	9	5	6	7	2	3	8	4
2	6	3	8	4	9	7	5	1
8	7	4	3	1	5	9	2	6