

# Ludgershall Town Council



## Disciplinary Policy

### 1. Introduction

- 1.1. Ludgershall Town Council (LTC) have clear standards of conduct which all staff must meet. These standards are set out in our policies and procedures and in the staff contract of employment. They are communicated on a day-to-day basis through management instructions. They are also often a matter of common sense.
- 1.2. Maintaining acceptable standards of conduct, and job performance at all times includes the need to; fulfil the duties specified in their contract and job descriptions, be honest and behave in a manner beyond suspicion of dishonesty, and maintain high standards of integrity and conduct to protect the Council's image and reputation.
- 1.3. This Policy sets out the procedure which we will follow if a staff member breaches the conduct standards expected of them. Ludgershall Town Council will normally follow this process in disciplinary situations, but are not obliged to do so. Where a staff member is in their probationary period that policy and associated procedures will be followed.
- 1.4. Where a staff member is investigated for misconduct they will be termed 'The Respondent'.
- 1.5. This Policy applies to all staff working for Ludgershall Town Council.
- 1.6. This policy does not form part of the contract of employment. Ludgershall Town Council reserves the right to amend or remove this Policy at any time, and without notice.

### 2. Minor Conduct Issues and Informal Action

- 2.1. Minor conduct issues will often be addressed through informal discussion with the staff members Line Manager. In the instance of the Town Clerk this informal discussion will be with the Ludgershall Town Council Chairman or Staffing Committee Chair.

- 2.2. In informal cases, the procedure set out in this Policy may not be followed. The Line Manager will make a note of the discussion with the respondent, which will be placed on the staff members personnel file for future reference and will be shared with the Staffing Committee. A verbal warning may be given, however, a formal warning will not be issued.
- 2.3. If the conduct does not improve (and in any case, where Ludgershall Town Council believe it appropriate to do so), the formal process, as set out below will be followed.

### **3. Suspension**

- 3.1. If there is an allegation of misconduct, then the first thing we will consider is whether there is a need to suspend the staff member (the respondent) from work whilst we follow the disciplinary process. We will generally only do this where the allegation is one of gross misconduct (see below) and/or if we have concerns regarding preserving evidence.
- 3.2. Suspension is a neutral act. It is not an indication of our position on any allegation.
- 3.3. During suspension:
  - a The staff member (respondent) must stay away from work; not visit any Ludgershall Town Council premises; and not make contact with other staff, clients, suppliers, or contractors (unless we authorise this in writing in advance).
  - b The staff member (respondent) may contact somebody specifically to ask them to be a witness, or to accompany them to a meeting, in accordance with para 5 of this Policy, without asking us first.
  - c If pre-approved holidays fall during a period of suspension, they will still count as holiday leave and will be deducted from holiday entitlement as normal.
- 3.4. The member of staff (respondent) will continue to be paid as normal during any period of suspension unless their contract of employment says otherwise.
- 3.5. We will only suspend the staff member for as long as reasonably necessary to allow us to complete our investigation, and any formal process which follows.
- 3.6. We will keep any suspension under review and may lift the suspension at any time if we decide it is no longer necessary. Likewise, we may decide to suspend the staff member at any point during the disciplinary process, even if at the start of the process we did not choose to do so.

## **4. Investigation**

- 4.1. It is important all disciplinary allegations are investigated fully before any decisions are made, and any action is taken.
- 4.2. The Investigating Officer will gather evidence in relation to the allegation. How much investigation is required will depend on the nature of the allegation. The Investigating Officer may need to interview other witnesses, gather documents, and view recordings. They will usually (but not always) hold a meeting with the respondent to discuss the allegation.
- 4.3. Investigation meetings are solely for the purpose of fact-finding, and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.
- 4.4. At the conclusion of an investigation, the Investigating Officer will usually collate the evidence and pass it to the Disciplinary Officer,<sup>1</sup> who will generally be someone who has not been involved in the process up to this point. There may, however, be occasions where the investigation is carried out by the same person who will conduct the disciplinary hearing. This will be advised at the start of an investigation.

## **5. Investigation Officer, Disciplinary Officer, and Appeal Officer**

- 5.1. The Investigating Officer, appointed by the Staffing Committee, will usually be a member of the Staffing Committee, they will not have been involved in the incident, or misconduct, therefore they will not be called as a witness. (Annex C)
- 5.2. The Disciplinary Officer will usually be a member of the Staffing Committee, in normal circumstances this will be the Staffing Committee Chair, they will not have been involved in the incident, or misconduct, therefore they will not be called as a witness. (Annex D)
- 5.3. The Appeal Officer will usually be the Chairman of the Council. (Annex E)
- 5.4. Where there is a conflict of interest, or where any individual is involved in the incident, or is a witness they will not be appointed into any of these roles. In this instance the Staffing Committee, in consultation with the Ludgershall Town Council Chairman, will determine

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<sup>1</sup> The ACAS Code recommends having two different people carry out the investigation and disciplinary roles, but in smaller businesses, or cases where the nature of the allegations means that the investigation required is limited, it will be reasonable for the same person to carry out both roles.

suitable Councillors to conduct the roles. They will be issued the Terms of Reference annexed in this policy.

## **6. Right to be Accompanied**

- 6.1. All staff are entitled to be accompanied by a Support Companion, someone who is a work colleague or Trade Union representative, at any meeting where formal sanctions may be issued (including dismissal).
- 6.2. If the respondent wants to exercise their right to be accompanied, they should inform the Investigating Officer as soon as possible, and should confirm who the Support Companion is. It is the respondent's responsibility to arrange for the Support Companion to attend any meetings. If a work colleague is chosen, they will not be prevented from undertaking a Support Companion role, but the meeting may be rearranged if their absence from work could cause operational problems.
- 6.3. The Support Companion can, if requested by the respondent, explain the key points of the case to the Investigating Officer.
- 6.4. Both the respondent and Support Companion can confer during the meeting. However, the Support Companion must not answer questions put directly to the respondent, nor can they try to prevent questions being asked or outlining the case.

## **7. Disciplinary Meetings**

- 7.1. If it is decided that an allegation should be taken forward to a disciplinary hearing, then Disciplinary Officer will write to respondent to:
  - a Set out the disciplinary allegation which has been made,
  - b Provide all the evidence we will look at when considering the allegation,
  - c Confirm the date, time, and venue for a formal disciplinary hearing,
  - d Set out the possible outcomes of the meeting (including whether dismissal might result),
  - e Set out details of the right to be accompanied.
- 7.2. The respondent should let the Disciplinary Officer know as soon as possible if there is a reason why they cannot attend the meeting at the arranged time. We will usually reschedule the meeting once, provided we are satisfied with the reason for not attending. We will not reschedule the meeting a second time unless there is an exceptional reason to justify this.

Note that we may not reschedule at all if we decide it is likely to lead to unreasonable delay, and we may instead have to make our decision on the disciplinary issue without the respondent being present.

- 7.3. The respondent should review the evidence provided and contact us as soon as possible if there are any other documents, or further evidence, which they would like us to consider. Which they should provide in advance of a meeting taking place.
- 7.4. We will usually arrange for a note-taker to attend formal disciplinary hearings, or we may choose to record the meeting, this will be advised in advance of the meeting taking place.
  - a The respondent cannot record the meeting, however they, or their support companion may take notes.
  - b Any covert recording will be a direct breach of this Disciplinary Policy.
  - c If the respondent has misgivings about either the process, or the Investigating Officer, or the Disciplinary Officer deciding the case, they should tell us openly so that we can address any concerns.
- 7.5. At the meeting, we will go through the evidence and make sure the allegations are fully understood. We may call witnesses as part of this process, but we are not obliged to do so.
- 7.6. We will give the respondent time to respond to the allegations and to put their own case forward. We will also give the respondent the opportunity to ask us questions, present their own evidence, call their own witnesses, and respond to the evidence we put forward.
- 7.7. If there are any questions the respondent wants put to a witness, these must be advised in a timely manner. We will aim to ask the questions posed, but reserve the right not to, if there is a justifiable reason, this will be informed to the respondent.
- 7.8. We will not usually make a decision on the day of the meeting. We will usually send our decision in writing. We will aim to do this within two weeks of the disciplinary meeting.

## **8. Appeal**

- 8.1. The staff member has the right to appeal against any disciplinary action taken against them under this Policy. They should set out the grounds of appeal in writing to the Appeal Officer detailed in the outcome letter. They must submit their appeal within ten calendar days of

receiving the outcome letter, setting out the grounds of the appeal and any additional evidence they wish to be taken into account.

- 8.2. The Appeal Officer will not usually have had any involvement in the disciplinary process or the allegation up to this point. This includes acting as a support companion or being called as a witness.
- 8.3. Once the Appeal Officer has received the letter of appeal, they will arrange an Appeal Hearing within two weeks.
- 8.4. The staff member will receive a letter inviting them to the Appeal Hearing, at which they have the right to be accompanied by a support companion. It may be necessary to conduct further investigation depending on the grounds of appeal.
- 8.5. The appeal could involve a review of the original decision, taking account of the specific grounds of appeal raised. Alternatively, it could involve a full re-hearing of the matter. We will decide which approach is most appropriate for the case.
- 8.6. Appeal Officers are not limited in their options when considering an appeal. They can, if they believe it appropriate, remove a sanction, decrease a sanction, approve the original outcome.
- 8.7. Following the Appeal Hearing, the Appeal Officer will send details of the outcome in writing, they will usually aim to do this within two weeks of the Appeal Hearing. The decision made at appeal is our final decision. There is no further right of appeal.
- 8.8. If the appeal is against dismissal, and the Appeal Officer determines a lesser sanction than dismissal the staff member will be reinstated, and continuity of employment will be preserved.

## 9. Disciplinary Action and Dismissal

- 9.1. There are three stages in our procedure for dealing with cases of misconduct. We may start at any stage of this procedure, and we may skip stages if we think it appropriate.
  - a First Stage – We will give a **first written warning**. Unless the staff member already has an active written warning relating to disciplinary matters on their personnel file. A first written warning will usually remain in place for 12 months from the date of the notifying letter. The duration will be confirmed within the outcome letter. It will be removed from the personnel record upon expiry.
  - b Second Stage – If there is an active first written warning on record and the staff member is involved in further misconduct, we will usually issue a **final written warning**. In serious cases of misconduct, we may issue a final written warning *without*

first issuing a first written warning. In either case, the final written warning will usually remain in place for 12 months from the date of the decision letter. It will then be removed from the personnel record upon expiry.

- c Third Stage – If there is an active final written warning on record and the staff member is involved in further misconduct, **they may be dismissed**. They may also be dismissed for a serious case of misconduct, or if they are involved in gross misconduct. We explain what we mean by ‘misconduct’ and ‘gross misconduct’ below.

## 10. What is Misconduct?

10.1. Misconduct is a general term referring to behaviour that falls below the standards expected.

A staff member will not usually be dismissed for a first allegation of misconduct, unless it amounts to gross misconduct, para 10 refers.

10.2. The following is a non-exhaustive list of what would normally be regarded as Misconduct:

- a Minor breaches of Council policy
- b Minor breaches of employment contract
- c Unauthorised use of, or minor damage to Council property
- d Poor attendance, leaving the office during working hours without prior approval, and false timekeeping.
- e Refusing to follow instructions, where doing so is not serious enough to be Gross Misconduct
- f Conducting business, work, or delivering tasks for an outside interest (eg charity, community group), or alternative employer during working hours for the council.
- g Making personal calls using Council phones
- h Sending and receiving personal emails on Council email accounts
- i Using the internet or email for personal purposes, other than on an occasional basis
- j Using obscene language or otherwise behaving offensively
- k Being careless when carrying out statutory duties
- l Wasting time during contracted working hours
- m Smoking in areas where smoking is not allowed.
- n Taking unauthorised breaks where the time is not recorded.

## 11. What is Gross Misconduct?

11.1. Gross Misconduct will usually lead to dismissal without warning, without notice, and without payment in lieu of notice. This is known as summary dismissal.

11.2. The following lists what we would normally regard as Gross Misconduct. This list is not exhaustive and should be referred to as a guide.

- a Serious breaches of Council policy
- b Bullying or physical violence
- c Fraud, theft, or any act of dishonesty
- d Falsification of documents or information, including expense claims
- e Continued absence without leave, or repeated instances of leaving the office during working hours without prior authorisation.
- f Malicious misuse of any of our procedures, for example, making up allegations when taking out a grievance against someone
- g Serious negligence or carelessness, particularly if it leads to loss of trust or serious breaches of confidence.
- h Serious health and safety breaches
- i Serious breaches of the Data Protection Act, or UK GDPR
- j Serious and/or intentional damage to company property
- k Unlawful harassment or discrimination
- l Knowingly accessing websites containing offensive, obscene, or pornographic material
- m Misuse of Council resources, including subscriptions, suppliers, and contracts
- n Misuse of internal email, external email or other internet and computer-based facilities, including the storage and/or transmission of obscene, illicit, or undesirable material
- o Serious insubordination or refusal to obey reasonable management instructions
- p Covertly recording colleagues or Councillors where the participants do not know they are being recording
- q Being in breach of the Drugs and Alcohol Policy.
- r Conduct that violates common decency, or engaging in behaviour that might bring the Council into disrepute.

## **12. Sickness Absence During the Disciplinary Process**

12.1. Should the staff member be absent due to sickness following notification of a disciplinary investigation meeting, or disciplinary hearing, they will be paid under the sick pay rules set out in the Absence Management Policy. We may decide not to pay Council sick pay during that period of sickness absence, even if we would normally pay sick pay. The staff member's rights to Statutory Sick Pay are unaffected.

12.2. If the staff member says they are unable to attend a disciplinary hearing due to sickness, a new date for the hearing will be offered. However, if they are unable to attend a hearing

within what we consider a reasonable period of time, then we will look at alternative ways of conducting the hearing. This may involve conducting the hearing by phone or virtually, inviting written submissions, or asking a support companion to attend on their behalf.

### **13. Criminal Offences**

13.1. If the police are involved in any issues which we are also investigating, we will not usually delay our internal processes whilst we await the outcome of any decision to charge or criminal prosecution.

13.2. Conduct outside of work which is alleged to be criminal may be considered a disciplinary matter by us if we reasonably believe it is relevant to the staff members role.

**END**

**Administration of the Disciplinary Policy**

**A1. Review Date**

This policy will be reviewed annually, or when there are any legislative changes that affect this policy.

**A2. Version Control**

Version	Approved	Date	Adopted	Date	Comments
V1	Staffing Committee	7 Oct 25	FTC	13 Oct 25	Initial Copy

## Support Companion Terms of Reference

### **B1. Purpose**

To support the staff member during disciplinary or grievance processes.

### **B2. Responsibilities**

Attend any meetings with the staff member

May confer with the staff member during meetings, and ask for breaks where needed by the respondent.

Present the staff member's case, respond to points, and sum up.

Take notes and provide moral support.

Maintain confidentiality throughout the process.

### **B3. Limitations**

Cannot answer questions on behalf of the staff member.

Must not disrupt the hearing or prevent fair questioning.

May not record the proceedings.

### **B4. Eligibility**

Must be a work colleague, Councillor, certified Trade Union representative, or official employed by a Trade Union.

Ludgershall Town Council may in exceptional circumstance allow other companions (e.g., support workers) as reasonable adjustments.

## Investigating Officer Terms of Reference

### **C1. Purpose**

To conduct a fair, objective, and thorough investigation into alleged misconduct or grievance, gathering all relevant evidence to determine if there is a case to answer.

### **C2. Responsibilities**

Plan and conduct the investigation in line with best practise<sup>2</sup>

Identify and interview relevant witnesses.

Collect and review documentary and physical evidence.

Maintain confidentiality throughout the process.

Ensure the respondent is treated fairly and given an opportunity to respond.

Prepare a factual report summarising findings without making judgments or recommendations.

Avoid any conflict of interest or bias.

### **C3. Limitations**

Must not decide on disciplinary outcomes.

Must not be involved in any incident or misconduct, including being called as a witness.

Should not express personal opinions on guilt or innocence.

### **C4. Skills Required**

Objectivity, discretion, and attention to detail.

Understanding of employment law and internal policies.

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<sup>2</sup> The ACAS code advises on best practice: [ACAS - Investigations at work](#)

## **Disciplinary Officer Terms of Reference**

### **D1. Purpose**

To be the deciding officer and chair the Disciplinary Hearing, to make a fair decision based on the evidence presented.

### **D2. Responsibilities**

Review the investigation report and all supporting evidence.

Ensure the respondent has a fair opportunity to present their case.

Conduct the hearing in a structured and respectful manner.

Consider mitigating factors and previous conduct.

Decide on appropriate disciplinary action, if any, in line with policy and law

Communicate the outcome in writing, including the right to appeal.

Maintain confidentiality throughout the process.

### **D3. Limitations**

Must not have been involved in the investigation.

Must avoid pre-judgment or bias.

### **D4. Skills Required**

Impartiality, legal awareness, and decision-making ability.

## **Appeal Officer Terms of Reference**

### **E1. Purpose**

To independently review the disciplinary decision and determine whether it, and any sanction imposed was fair, reasonable, and procedurally correct.

### **E2. Responsibilities**

Review the grounds of appeal and any new evidence provided.

Conduct an impartial Appeal Hearing with the staff member.

Decide whether to uphold, amend, or overturn the original decision.

Provide a written outcome as soon as reasonably practicable, within two weeks of the Appeal Hearing.

Ensure the appeal process is fair and transparent.

Maintain confidentiality throughout the process.

### **E3. Limitations**

Must not have been involved in the original investigation or disciplinary decision.

Should not be subordinate to the original decision-maker.

### **E4. Skills Required**

Independence, fairness, and understanding of procedural justice.

## Template Letter - Notification of Alleged Allegation

### LUDGERSHALL TOWN COUNCIL



**Staff Name:** *[Insert Name]*

**Job Title:** *[Insert Job Title]*

**Date:** DDD DD MMM YY

### Notification of Alleged Allegation

Dear *[Respondent Name]*,

I am writing to inform you that Ludgershall Town Council has received an allegation of misconduct concerning your conduct on [date] which may constitute a breach of our standards as outlined in the Disciplinary Policy. In accordance with our Disciplinary Policy (see para 3 and Annex C), an investigation will now take place.

#### **1. Incident Summary**

*[Brief summary of the incident, or headline of what the misconduct is considered to be.]*

#### **2. Investigating Officer**

[Investigating Officer Name] has been appointed as the Investigating Officer and will be responsible for gathering relevant evidence. You may be invited to attend an investigation meeting or provide a written response.

#### **3. Right to be Accompanied**

You have the right to be accompanied by a Support Companion, as per paragraph 5 of the Disciplinary Policy. You must advise the Investigating Officer if you intend to be accompanied. You may also provide your own evidence, or suggest witnesses.

#### **4. Meeting Details**

You have the right to request an alternative meeting date, or time (policy para 6), if so an alternative will be offered within five working days of any original date. Please note that repeated non-attendance to meetings may result in a meeting proceeding in your absence.

At the meeting you may present your own evidence, and use the opportunity to respond to the allegation(s).

## 5. Confidentiality

Confidentiality is expected at all times, from all individuals involved in the alleged misconduct investigation. All documentation will be managed and retained in accordance with policy.

If during the investigation any criminal offence is identified, it will be reported to the local law enforcement agency.

This letter does not imply any assumption of guilt. The investigation is a neutral process to establish facts. If you have any questions you should address those in the first instance to the Investigating Officer.

Yours sincerely,

*SIGN*

*[Name]*

*[Typical Role]*

Ludgershall Town Council

**END**

## Template Letter - Suspension Notification Letter

### LUDGERSHALL TOWN COUNCIL



**Staff Name:** *[Insert Name]*

**Job Title:** *[Insert Job Title]*

**Date:** DDD DD MMM YY

### Suspension Notification Letter

Dear *[Respondent Name]*,

Following an allegation of misconduct, you are hereby suspended from duty with immediate effect, pending the outcome of an investigation (Policy para 3). You will continue to receive your salary whilst suspended unless otherwise stated in your contract.

This is a neutral act and does not imply guilt. During suspension, you must:

- Stay away from Council premises, and associated premises.
- Refrain from contacting staff, clients, or suppliers (unless authorised)
- Only attend the premises when called to attend an investigation meeting

You retain the right to:

- Be accompanied at any future meetings (Policy para 5)
- Provide evidence or suggest witnesses
- Request alternative meeting dates/times

Confidentiality is expected at all times, from all individuals involved in investigating the alleged misconduct. All documentation will be managed and retained in accordance with policy.

Suspension is a precautionary measure, and does not imply any conclusion has been reached.

If you have any questions you should address those in the first instance to the Investigating Officer.

Yours sincerely,

*SIGN*

*[Name]*

*[Typical Role]*

Ludgershall Town Council

**END**

## Template Letter - Witness Invitation Letter

### LUDGERSHALL TOWN COUNCIL



**Witness Name:** *[Insert Name]*

**Date:** DDD DD MMM YY

### Witness Invitation Letter

Dear *[Witness Name]*,

You have been identified as a potential witness in an investigation regarding an allegation of misconduct involving a staff member at Ludgershall Town Council.

#### **Summary of Incident**

*[provide a brief summary of the incident]*

#### **Witness Request**

You are invited to either; attend a meeting with the Investigating Officer to discuss, or provide a written narrative of your account. Please confirm your preferred option and availability.

Your participation is voluntary, but your input may be important in establishing the facts, you will not be asked to comment on any matters outside of your direct knowledge. If you do not want to participate as a witness please kindly explain your reasoning.

Please rest assured, all information provided will be treated confidentially, and retained in accordance with our Disciplinary Policy. Please ensure you maintain confidentiality throughout this process, and do not discuss the alleged misconduct, or case, with others from the Council.

Yours sincerely,

*SIGN*

***[Name]***

***[Typical Role]***

**Ludgershall Town Council**

**END**

## Template Letter - Invitation to Investigation Meeting

### LUDGERSHALL TOWN COUNCIL



**Staff Name:** *[Insert Name]*

**Job Title:** *[Insert Job Title]*

**Date:** DDD DD MMM YY

### **Invitation to Investigation Meeting – Allegation of Misconduct**

Dear *[Respondent Name]*,

You are invited to attend an investigation meeting regarding an allegation of misconduct. This meeting is for fact-finding purposes only, and affords you the opportunity to respond. This meeting is not a Disciplinary Hearing, and no decisions will be made at this stage.

Details:

**Date:** *[Insert Date]*

**Time:** *[Insert Time]*

**Location:** *[Insert Location]*

Please advise of any reasonable adjustments required for you to attend this meeting.

You have the right to be accompanied by a Support Companion, who must be a work colleague, certified Trade Union representative or other approved individuals as outlined in the Disciplinary Policy. You should review the Support Companion role to review who a Support Companion may be, and what they can do to assist you. Please confirm who your Support Companion is, no later than 48 hours prior to the meeting.

If you have any evidence you wish to present, or witnesses you feel should be contacted this should be notified in advance of the meeting.

If you are unable to attend the meeting on the given date or time please kindly explain the reason for your unavailability, and confirm your availability so an alternative date, or time can be arranged. Repeated non-attendance may result in the meeting proceeding in your absence.

Confidentiality is expected at all times from all individuals involved in the alleged misconduct investigation. All documentation will be managed and retained in accordance with policy.

If during the investigation any criminal offence is identified, it will be reported to the local law enforcement agency.

If you have any questions or queries please address them to the undersigned.

Yours sincerely,

*SIGN*

**[Name]**

**Investigating Officer**

**Ludgershall Town Council**

**END**

## Template Letter - Invitation to Disciplinary Hearing

### LUDGERSHALL TOWN COUNCIL



**Staff Name:** *[Insert Name]*

**Job Title:** *[Insert Job Title]*

**Date:** DDD DD MMM YY

### Invitation to Disciplinary Hearing

Dear *[Respondent Name]*,

Following the alleged misconduct investigation, investigated by *[insert Investigation Officer name]*, you are invited to attend a Disciplinary Hearing. Any evidence collated as part of the investigation, and the Investigation Report will be issued to you in advance of the meeting.

#### **Allegation Summary**

*[please insert a brief summary here]*

#### **Meeting Details:**

**Date:** *[Insert Date]*

**Time:** *[Insert Time]*

**Location:** *[Insert Location]*

**Possible Outcomes:** *[identify what the outcomes may be, including NFA, written warning, final written warning, redeployment, or dismissal if appropriate – outcomes will depend on the severity]*

Please advise of any reasonable adjustments required for you to attend this meeting.

You have the right to be accompanied by a Support Companion, as defined in the Disciplinary Policy (para 5). If you have any evidence that has not already been provided please ensure it is presented no later than 48 hours prior to the meeting, anything after that time may not be considered.

If you are unable to attend the meeting on the given date or time please kindly explain what is restricting you from attending, and confirm your availability so an alternative date, or time can be arranged. Repeated non-attendance may result in the meeting proceeding in your absence.

Confidentiality is expected at all times, where confidentiality is breached this may be treated as gross misconduct. All documentation will be managed and retained in accordance with policy.

If you have any questions or queries please address them to the undersigned.

Yours sincerely,

*SIGN*

**[Name]**

Disciplinary Officer

Ludgershall Town Council

Copied to

Investigating Officer\*

Support Companion\*

*\*Delete as appropriate*

**END**

## Template Letter - Disciplinary Hearing Outcome

### LUDGERSHALL TOWN COUNCIL



**Staff Name:** *[Insert Name]*

**Job Title:** *[Insert Job Title]*

**Date:** DDD DD MMM YY

### Disciplinary Hearing Outcome Letter

Dear *[Respondent Name]*,

Following careful consideration of the evidence presented at the Disciplinary Hearing held on *[insert day, date, and time]*, I am writing to inform you of the decision made.

**Allegation Summary:** *[Insert brief summary of allegation]*

**Decision:** *[Insert decisions and any sanction]*

**Duration of Warning:** *[Insert duration, if the decision was dismissal then this section should read **Dismal Date**, If the outcome is dismissal, your employment will end on *[insert date]*, in accordance with your contractual notice period]*

### **Right to Appeal**

If you wish to appeal the decision, you must do so in writing within ten calendar days of the date of this letter, stating your grounds for appeal. Appeals should be addressed to the Appeal Officer *[insert name]*.

You retain the right to be accompanied to an Appeal Hearing and to submit additional evidence.

Confidentiality is expected at all times, where confidentiality is breached this will be considered gross misconduct. All documentation will be managed and retained in accordance with policy.

Yours sincerely,

*SIGN*

*[Name]*

Disciplinary Officer

Ludgershall Town Council

Copied to

Appeal Officer\*  
Staff Member Line Manager\*  
*\*Delete as appropriate*

**END**

## Template Letter – Appeal Acknowledgement

### LUDGERSHALL TOWN COUNCIL



**Staff Name:** *[Insert Name]*

**Job Title:** *[Insert Job Title]*

**Date:** DDD DD MMM YY

### Appeal Acknowledgement

Dear *[Appellant Name]*,

I am writing to confirm receipt of your appeal dated *[insert date]* regarding the Disciplinary Hearing outcome. Your objections have been reviewed in accordance with paragraph 7 of Ludgershall Town Council's Disciplinary Policy and ACAS Code of Practice on Disciplinary and Grievance Procedures.

#### **Appeal Summary**

*[insert brief summary of the stated points for appeal]*

You are invited to attend an Appeal Hearing to further discuss and clarify the points raised in your appeal. This meeting will provide an opportunity for you to present any additional evidence or arguments in support of your appeal. As Appeal Officer I will consider if the decision was fair, reasonable, and procedurally correct.

You have the right to be accompanied by a Support Companion, such as a work colleague of certified Trade Union representative as defined in our Disciplinary Policy. Please confirm your availability and the name of your Support Companion within the next 48 hours.

The Appeal Hearing will take place within two weeks of this letter in line with our Disciplinary Policy. If you are unable to attend a proposed date, please inform me promptly so that an alternative can be arranged. Repeated non-attendance may result in the meeting proceeding in your absence.

Confidentiality is expected at all times from all individuals involved in the appeal process. All documentation will be managed and retained in accordance with our policy.

Yours sincerely,

*SIGN*

*[Name]*

Appeal Officer

Ludgershall Town Council

Copied to

Disciplinary Officer\*

*\*Delete as appropriate*

**END**

## Template Letter – Appeal Outcome

### LUDGERSHALL TOWN COUNCIL



**Staff Name:** *[Insert Name]*

**Job Title:** *[Insert Job Title]*

**Date:** DDD DD MMM YY

### Appeal Outcome

Dear *[Appellant Name]*,

Following the Appeal Hearing held on *[insert date]*, I am writing to inform you of the outcome. After careful consideration the decision has been made based on a review of the original disciplinary outcome, the grounds of appeal, and any new evidence presented, along with the ACAS Code of Practise on Disciplinary and Grievance Procedures.

**Decision:** *[Insert decision and rationale]*

This decision is final within the internal procedures of Ludgershall Town Council, as outlined in paragraph 7 of the Disciplinary Policy.

If you remain aggrieved by this decision, you have the right to pursue a claim through an Employment Tribunal. You are advised to seek independent legal advice or contact ACAS for further guidance. If you opt to pursue a claim you must first notify ACAS through their Early Conciliation service, you can find more at [www.acas.org.uk](http://www.acas.org.uk).

Confidentiality is expected at all times from all individuals involved in the appeal process. All documentation will be managed and retained in accordance with our policy.

Yours sincerely,

*SIGN*

*[Name]*

Appeal Officer

Ludgershall Town Council

Copied to

Disciplinary Officer\*

Staff Member Line Manager\*

Staffing Committee\*

*\*Delete as appropriate*

**END**