

9 September 2025

List of documents, policies, procedures, guidance, manuals, templates, or other reference materials currently used when conducting disciplinary processes involving staff.

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Regional Disciplinary Policy
Guidance Document for Stabilising/ Support
Fast Track Meeting Guidance Checklist
Advice & Guidance for Precautionary Suspensions
Informal Structured Conversation Proforma
Record of Meeting
Fast Track Meeting Proforma
Guidance Note – Just & Learning Culture
Guidance Note – Stabilising & Supporting
Guidance Note – Screening
Guidance Note – Informal Structured Conversation
Guidance Note – Fast Track Procedure
Disciplinary Screening Tool
Template Outcome Letter from Fast Track Meeting
Template Letter for commissioner upon conclusion of Investigation
Template Letter - Advise of Case moving to Disciplinary Investigation
Template Letter - 6 weekly update review letter to all parties
Interview Meeting Checklist
Investigation Guidance Document
Template Investigation Plan
Template Investigation Strategy Meeting
Template Letter - Letter for Commissioner to Individual invite for TOR
Template Letter - Invite to all parties Investigation Meeting
Template Investigation Report
Template Letter - Copy Investigation Notes
Template Letter - Failure to Attend for All Parties
Template Letter - Invite to Employee following completion of report

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Template Letter - Invite to Hearing
Presenting Officer Guidance
Template Disciplinary Presentation
Presenting Officer - Letter
Template Letter - Reconvened Hearing
Template Outcome Letter from Hearing