



Supporting a Just and Learning Culture (5) A Quick Guide to the Disciplinary Policy Fast Track Procedure

What is the Fast Track Procedure?

- The Fast Track process is applicable only in cases of misconduct where the disciplinary outcome of a particular case is anticipated to result in a formal warning only. The Fast Track process cannot be used in cases of Gross Misconduct
- The Case Manager alongside HR will determine the case as being appropriate for Fast Track. If the 'fast track' approach is deemed to be inappropriate the formal disciplinary investigation procedure will be initiated.

When can Fast Tracking be considered?

- There should be sufficient information or evidence available to determine appropriateness of a formal warning sanction;
- The employee must admit to misconduct, have learnt from the experience and be unlikely to repeat their behaviour;
- The employee must agree to use of the Fast Track Procedure
- The fast track procedure can be suggested or requested by any party involved in the disciplinary process at any stage

How does the Fast Track process work?

Fast Track Meeting

The Case Manager outlines the nature of the allegation(s) accepted by the employee.

The Case Manager confirms with the employee that they accept the allegations previously stated.

The employee or their representative will have the right to put forward any comments relating to the incident. No witnesses will be called to attend this meeting.

The Case Manager may wish to question the employee for any points of clarity and will consider the case.

The Case Manager will then communicate their decision to the employee and their representative and confirm this decision in writing. The decision may be no further formal action, to issue a formal warning sanction or to proceed to a formal investigation. It is expected that the issuing of a formal warning sanction under the Fast Track procedure would conclude the disciplinary process however the employee maintains the right of appeal.

Where can I access additional information and support?

The new policy and associated guidance documentation is available from your local Human Resources Department.

Awareness sessions and clinics for line managers will also be provided.

Contact your HR Department on...



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Fast Track Procedure – Template 1: Informing the Employee

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Dear Title Surname

In line with the new regional disciplinary policy and procedure, your disciplinary case has been identified as being appropriate for Fast Tracking.

Your line manager will be in contact to convene a Fast Track meeting within 3 weeks to discuss the details of the case. You will be allowed the right of trade union representation or a work colleague at this meeting. No witnesses will be called to attend this meeting.

I appreciate that workplace investigations can be a difficult experience for some employees. Should you feel that counselling would be beneficial to you, you can avail of the support of Inspire Workplaces, (Tel No: 0808 800 0002) a confidential counselling service available to Trust employees.

Please find enclosed a copy of the Disciplinary Procedure for your information.

If you have any queries please contact your line manager/HR to discuss.

Yours sincerely

Fast Track Procedure – Template 2: Invite to Meeting

Private and Confidential

Re: Fast Track Disciplinary meeting

Dear (Title Surname)

You are requested to attend a Fast Track Disciplinary meeting on (date at time in venue). The meeting is to discuss (*insert brief overview of the allegations which you will be discussing with the employee*).

You have the right to be accompanied at this meeting by a trade union representative or a work colleague.

Should you require any adjustments or special requirements for our meeting please contact me in advance on (contact details).

Yours sincerely

Fast Track Procedure – Template 3: Outcome

Private and Confidential

Dear Title Surname

I refer to the Fast Track Disciplinary meeting held on **date** to consider the following allegation(s):-

<Details of allegations - Brief summary>

As communicated and accepted by yourself at the meeting, you have been issued with a **formal warning that will remain on your record for 1 year with effect from (date of meeting)**.

Any additional breaches of misconduct may lead to further disciplinary action.

You have the right to appeal this decision. If you wish to do so, an appeal should be made in writing to Director of Human Resources within seven working days from the date of receipt of this letter stating the grounds of your appeal.

If an appeal is received, the warning will be immediately expunged from your record and a formal investigation process will be commenced.

Yours sincerely