

HOW TO CONDUCT A FORMAL MEETING

		YES	NO
1	Check that they have received at least 24 hours' notice in writing of the requirement to attend meeting along with all supporting documentation.		
2	Check that they have been given the opportunity for a willing colleague or trade union representative to accompany them.		
3	<p><u>EXPLAIN THE FORMAT OF THE HEARING</u></p> <ul style="list-style-type: none"> • Introduce those present and confirm their roles in the hearing. • Ensure colleague understands the procedure. • Explain the purpose of the hearing. • Review of performance/conduct over the objective period from work improvement plan. • Gain feedback how they felt they performed during the period/circumstances around conduct issue. • Confirm and discuss the results/conduct in line with the objectives set/company policy. • Ask if there are any mitigating circumstances that should be taken into account • Adjourn to discuss the action to be taken <p><u>Go through point 3- discuss all area (stop at adjournment, DO NOT STATE A TIME)</u></p>		
4	<p><u>ADJOURNMENT</u></p> <p><u>Consider the following points</u></p> <ul style="list-style-type: none"> • The procedure had been followed • What facts have been established • The seriousness of the breach • That the investigation has been as full as possible • The past treatment of similar breaches - Consistency • The individual's disciplinary/capability record, length of service and general record of service • Any mitigating circumstances • Whether the action is reasonable in the circumstances 		
5	<p><u>AFTER RECONVENING</u></p> <ul style="list-style-type: none"> • Reconvene to inform colleague of the outcome. • Explain what you have considered in reaching your decision. • Inform the individual of the action to be taken i.e. First Written Warning/Final Written Warning/ Dismissal/No Action and removal from objectives. • State life of warning 		
	<u>IF WARNING IS ISSUED</u>		
6	Provide a new set of objectives for a set period (SMART objectives to be set).		
7	Ask if you can offer any further training or support.		
8	State that the outcome of the meeting will be confirmed in writing.		
9	Explain the right of appeal, in writing, stating the reason for the appeal within 5 days of decision to manager who made the decision.		
10	<p>Try to end on a positive note – highlight individual's strengths and how they should tackle the objective period.</p> <p>Ask if they have understood the action taken and the objectives that have been set.</p>		