

FOI 3284

8<sup>th</sup> September 2025**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

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**Under the Freedom of Information Act 2000, I request the following:**

**A list (titles and any reference numbers, if applicable) of all internal or external documents, policies, procedures, guidance, manuals, templates, or other reference materials currently used by your Trust when conducting disciplinary processes involving staff, including but not limited to:**

- **Materials used when preparing for or carrying out an investigation triggered by a complaint or allegation**
- **Guidance for managers or investigators on investigations, evidence gathering, interviewing, or report drafting**
- **Any checklists, template letters, or forms routinely used during disciplinary proceedings or investigations**

**I am requesting only the list of such documents, not the documents themselves, and prefer to receive it in electronic format.**

**Response:**

1. Disciplinary Policy and Procedure (Regional)
2. Disciplinary Policy Guidance Note 1 – Open Just & Learning Culture
3. Disciplinary Policy Guidance Note 2 – Stabilise and Support
4. Disciplinary Policy Guidance Note 3 – Screening
5. Disciplinary Policy Guidance Note 4 – Structured Conversation
6. Disciplinary Policy Guidance Note 5 – Fast Tracking

## Template Forms:

1. Structured Conversation Template
2. Disciplinary Report Template
3. Template Statement Guidance

Template Letters:

1. Invite to Investigation Invite letter
2. Suspension Under Trust Disciplinary Procedure Letter
3. Confirmation of No Further Action Letter
4. Confirmation of Disciplinary Hearing Invite
5. Outcome Letter – Formal Warning
6. Outcome Letter – Final Warning
7. Outcome Letter – Dismissal

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