

Guidance Document 7

Possible Outcomes

No Further Action

Where it is decided that no further action is required, the Staff Member Under Investigation will be advised that the matter has been concluded. The Investigating Officer may make recommendations and/or provide suggestions in relation to working practices or training and development if deemed it appropriate.

For Grievance Investigations

The Investigating Officer will decide on the outcome of the grievance. The Commissioning Officer will receive a copy of the investigation report advising the outcome of the grievance:

- The grievance is upheld
- The grievance is partially upheld
- The grievance is not upheld

Proceed to a Disciplinary Hearing

Thought should be given as to who will handle matters if further action is needed. A different person should handle each step of the disciplinary procedure that is needed:

- the investigation – already completed by the Investigating Officer
- the disciplinary hearing and outcome
- the appeal hearing (if an appeal is raised)

Where possible, a Disciplinary Hearing will normally be heard by an individual at the same level (or next highest level) within the management structure to the Investigating Officer.

Other Action

Consideration could be given to a change of roles or teams if there are interpersonal issues that need to be resolved.