

Suspension Checklist for Managers

Step 1: Allegation/complaint received

Consider:

Seriousness of the allegations relating to the individual-

- ✓ Is there a possibility that the allegation would amount to gross misconduct in accordance with the Disciplinary Policy and Procedure?

The need to preserve the integrity of the investigation-

- ✓ Is there a risk that possible evidence could be accessed/amended or contaminated?

The best interests of the individual against whom the allegation is made-

- ✓ Is there a risk that in their current position the individual would be subjected to further allegations?

The best interests of the authority, other employees, members of the public or service users-

- ✓ Is there a risk of that the complaint/incident being alleged could continue. Is there a recommendation by adult/child protection officers? Is there police/ audit involvement?

Consistency with former similar allegations-

- ✓ Seek advice from People Management and Performance HR Team to ensure that as an authority we are applying a consistent approach.

Step 2: Transfer

Following these considerations the Manager must then decide whether a transfer to another area of work or team would be appropriate. In doing so the Manager should consider:

- ✓ That the employee will not be in regular contact with any witnesses/complainants in the new location.
- ✓ That the Role is achievable at the proposed location
- ✓ That any temporary restrictions on duties imposed are realistic.
- ✓ That the Employee has access to the necessary support.

In order to implement a change such as this it will inevitably be necessary for the manager to liaise with other teams in order to achieve this. This should be managed sensitively and confidentially.

A Liaison Officer should still be appointed where a transfer has taken place.

Step 3: Suspension

- ✓ People Management and Performance HR Team has been informed
- ✓ Head of Service has been informed

- ✓ Employee is informed. This will normally be undertaken by the Line Manager or nominated officer if the Manager is not available. Due to the nature of the suspension meeting being called without notice the employee would not normally have the opportunity to arrange representation of the following:
 - Explain an allegation/complaint has been received and explain what this is in relation to,(complainants/ service users identities will need to be protected during this explanation). If this is also being investigated in accordance with ISA regulations or by the Police you will need to advise the employee of this, unless the Police have requested otherwise. Also explain that the investigation is taking place in accordance with the authorities Disciplinary Procedures.
 - If you are unable to outline the complaint in detail at due to Police/Safeguarding investigation please advise this.
 - explain to the employee that they will be suspended on full pay and that this is not intended as a punishment, but as a measure to protect the parties involved.
 - please advise the employee that this matter is confidential and not to approach any other employees regarding the allegation.
 - Advise they will be contacted in writing no later than 3 working days following the meeting with details of the terms of suspension.
 - Advise the employee they will shortly be given access to a liaison officer who will be their point of contact with the authority
 - Please assist the employee to collect any of their personal belongings, ensuring that they leave the premises.
- ✓ Identify an appropriate liaison officer make sure they are aware they will be contacted.
- ✓ Follow up the suspension with a letter, sent recorded in a windowless envelope marked Private and Confidential.
- ✓ Identify an investigating Officer