

PRIVATE & CONFIDENTIAL

Dear

Disciplinary Investigation

I am writing to inform you that I have been appointed as the investigating officer and as part of that process I would like to meet with you as agreed with you on (specify date, time and location). My role as the Investigating Officer is to obtain all relevant information, and establish the facts of the case. Please could you bring with you any information or documentation that might be of assistance to the investigation. I will be accompanied at the meeting by (name) HR Advisor and/or (name) Note taker. You should be aware that, if substantiated, your statement might be used as part of any formal hearing that may occur.

Please note that Carmarthenshire County Council does not record disciplinary meetings/hearings; at the same time, Carmarthenshire County Council, as a Data Controller, does not normally permit the recording of investigation meetings and/or hearings by an employee (or his/her representative/support), given the sensitive and personal data which may be discussed. In the event of a request to record being granted by the Local Authority, the employee must agree to provide a copy of the recording to the Local Authority within 48 hours of conclusion of the meeting.

Further, as a Data Controller and organiser of the meeting/hearing, Carmarthenshire County Council confirms that copyright of the recording and any subsequent transcript will belong to and remain the property of the Local Authority, ensuring protection of the data contained therein and its ongoing compliance with Data Protection legislation. In the event any investigation meeting is recorded without consent the Authority reserves the right to refuse to allow use of that recording at any subsequent meeting or hearing.

I will be happy to hold the meeting in Welsh or English could you please inform me of your preferred language in order that the appropriate arrangements can be made.

Please let me know as soon as possible if this date or time is inconvenient, or if you require any specific adjustments to be made. If there are any other factors you believe may influence the arrangements of the meeting, please let me know as soon as possible.

Please be advised that an investigation meeting is an informal stage under the Authority's Disciplinary Policy and Procedure (Copy already provided). As such, there is no statutory right to be accompanied by a companion though we recognise that if you are the subject of an investigation you may wish to make a request for a suitable companion (independent of the investigation) to accompany you. A companion can be a recognised trade union representative or a work colleague.

Please note that the fact that an investigation is being conducted does not necessarily mean that formal proceedings will follow. The decision will be taken once the investigation has been concluded. The investigation will be conducted impartially and fairly. Once we have completed the investigation we will inform you in writing of the outcome.

As this matter is currently under investigation, please keep the reason for this meeting and any discussions that take place confidential and do not discuss it with your colleagues. Any breach of confidentiality could prejudice the investigation and will be treated very seriously. If a breach is found to have occurred, it could lead to disciplinary action being taken against the person concerned. The Authority treats personal data collected during the disciplinary procedure in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our employee privacy notice.

Should you require any further clarification, please contact me on the above number.

Yours sincerely