

Dismissal Script

- Thank the employee for attending
- Introduce the persons present and their roles (employee companion may not answer on behalf of the employee, but may take notes and ask for an adjournment)
- Confirm employee OK to be unaccompanied (if not)
- Explain the purpose of the meeting
- Run through the agenda for the meeting – discuss allegations, opportunity for 2 way discussion, adjourn, decision today or later
- Explain that both parties may request an adjournment during the meeting
- Confirm that the employee has been given the evidence gathered during the investigations including all statements and investigation notes and that the employee has had sufficient opportunity to consider the content

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- Tackle each allegation, one at a time, in a logical or chronological sequence
 - Summarise each allegation and the ensuing discussion before moving on. Allow the employee to amend, add or restate detail of discussions

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- Is there any other information the chair needs to take into account?

Adjourn

- Consider the evidence. Are you comfortable the investigation been sufficient? Are there any unanswered questions? Do you need any more evidence before you make a decision?
- Consider whether dismissal is a reasonable and proportionate response. Are alternative courses of action appropriate?
- Check your decision is consistent with how similar circumstances have been dealt with previously?
- Prepare your response – advising your decision and justifying how you reached your decision

Reconvene

- State your decision and any sanction (duration of sanction/improvements required)
- Advise when the last day of employment is, any pay in lieu of notice, holiday pay/recovery, when final payments will be made, when P45 available
- Make arrangements for return of company property
- Confirm the employee's right to appeal the decision, timescales and to whom as per your disciplinary policy
- State that your decision and termination arrangements will be confirmed by letter to the employee's home address

This document is for your guidance only. Professional advice should be sought before use.

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West Human Resources Consultancy Ltd

01949 500949

www.westhr.co.uk

enquiries@westhr.co.uk

