



**Nicky Ackerley BA(Hons)**

Nicky is the owner of HR Support Consultancy. She has a BA(Hons) in Business Studies, is a member of the Chartered Institute of Personnel and Development and has been a practising HR manager for more than 20 years. HR Support Consultancy has provided the BVNA Members Advisory Service (formerly known as the Industrial Relations Service) since it began in 2002.

# I've been told to attend a disciplinary meeting

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For this to have happened, your employer may be concerned about your conduct, capability, absence or something else.

There is an Acas (advisory, conciliation and arbitration service) Code of Practice that your employer should follow that describes good practice with regard to this process. Your employer may have their own discipline and grievance procedure, and you should familiarise yourself with this.

Employers should act fairly, inform you of the problem and allow you to put your case forward. Any necessary investigation should be completed, and you are allowed to be accompanied to any formal meetings. You have the right to appeal against any decision.

A sufficient investigation should be carried out before a disciplinary meeting and copies of any written evidence should be given to you with the letter asking you to attend the disciplinary meeting.

It is good practice for a different person to conduct the investigation and the disciplinary interview (as far as possible). You have the right to be accompanied to the meeting, you can choose a work colleague or a Trade Union Representative.

It can be helpful to prepare a statement to take into the meeting with you, in case during the meeting you forget something you wanted to say.

At the meeting you should be given every chance to provide your perspective. There should be notes made of the meeting and you are entitled to receive a copy of the notes.

The person hearing the disciplinary will decide whether to impose a sanction or not, and if so, at what level. There might be a short break and you might be told of the decision immediately, or it might be a few days. Whatever the decision is, you

should receive confirmation in writing and be given the right to appeal.

A warning will stay on your record for a period of time, this can vary, and it should be made clear in the letter you receive.

You have the right to appeal. You might feel the warning is too harsh or that the process has not been followed correctly. Alternatively, you might feel that the evidence was not sufficient to support the employer's decision, or that you have been treated unfairly and received a sanction that has not been imposed on other members of staff in similar circumstances.

You can expect to be told what improvement(s) your employer is expecting to see from you, and perhaps how they will support you to make these improvements.

Whilst this process can be difficult, it is best to engage with it and go to the meeting(s). It can be helpful to have a colleague with you to support you, they can take notes for you, present your case and talk things over with you.

You can ask for a meeting to be postponed if you have a good reason, but you cannot keep making this request and your employer may have the right to hold a meeting in your absence in some circumstances.

Warnings can be verbal, written or final written or dismissal depending on the seriousness and if you have any previous warnings that are in force.

Please contact us if you require any advice on disciplinary meetings or any other employment matter.

**For further support with this or any other HR issue, BVNA members can call the BVNA Advisory Service Helpline on 01822 870270 or email [nickyackerley@hrsupportconsultancy.co.uk](mailto:nickyackerley@hrsupportconsultancy.co.uk)**