

This matter is being dealt with by:

Name: Shelagh Mitchell

Reference:

Tel: [DPA]

Email: [DPA]

Website: nottinghamshire.gov.uk

Private and Confidential

To be opened by the addressee only

[NO-F4]

DPA

4 November 2015

Dear [NO-F4]

Re: Disciplinary Procedure – Suspension from Duty

Further to your meeting with me, Shelagh Mitchell, today 4th November 2015 I am writing to confirm your suspension from duty with immediate effect. Please note that this is a neutral act and not a disciplinary sanction, and as such you have no right of appeal against this decision. However, during your period of suspension you will continue to receive your normal pay.

This action is being taken due to a historical allegation against you resulting in your being interviewed under caution by Police and bailed to return to the Police Station.

This is being dealt with under the allegations against a professional (AAP) procedures, and as you know strategy meetings have taken place and are ongoing.

If you should wish to contact the department for any reason, you can do so through a number of channels:

- You have not wanted a link person, but if you do, then please contact Shelagh Mitchell, who will arrange a link person for you.
- you can contact Myriam Bamkin, [DPA]
- In addition you can also contact Beverly Cordon, senior HR Business Partner, on [DPA] If Bev is unavailable another member of the HR team will be able to assist you.

Please note that during your suspension you should have no formal contact with staff or clients of the department, except those specifically identified above. You should make no contact with other work colleagues, formally or informally, relating to the alleged offence, except by prior agreement through one of the above named contacts, and only for the purposes of presenting your case. You should not access any premises belonging to the County Council without prior approval from one of the above named contact(s). With immediate effect you should cease all access to your Nottinghamshire County Council IT account and you should be advised that IT will be requested to block your account for the duration of your suspension.

Any annual leave already booked will be honoured otherwise you will be expected to make yourself available at any reasonable time to participate in the investigation. If you wish to take leave during your suspension you should follow the usual procedure to request leave including providing notice of your intention to take leave, but this should be done through one of your named contacts. It is not possible at this stage to give an indication of the likely length of your suspension, as this will depend on the nature and complexity of the investigation. However, suspension should be reviewed periodically to ensure that it is not unnecessarily protracted. Therefore, I will review your suspension on February 26th 2016 to ascertain the progress that has been made with the investigation and determine whether continued suspension is necessary. This date is shortly after your return to the Police Station; should this date be brought forward, then suspension can be reviewed earlier.

If you subsequently return to work before the end of the leave year, then requests to take outstanding leave will need to be considered in the light of the needs of the service. You should be aware that it may not be possible for you to take all outstanding leave prior to the end of the leave year.

You should be aware that any reference request for employment outside the Council will need to state that you are suspended from duty without prejudice to facilitate an investigation into areas of concern.

Should you wish to access counselling provisions, the County Council's Counselling Service may be appropriate. You should register your request through one of the contact channels listed above.

Yours sincerely

DPA

Shelagh Mitchell
Group Manager
Access to Resources

Enc.

Disciplinary procedure