**Fast-Track Form – Employee and Line Manager**

**It is strongly advised that you should read the Fast-Track process guidance in full before completing this form.**

For the Fast-track process to be applied, all eligibility criteria must be satisfied.

This form should only be used if it is a case of alleged misconduct that does not constitute gross misconduct and dismissal is not an option.

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| **Employee Personal Details**  Name …………………………………………… Date ………………………………………….  Department/Team/Service…………………………………………………………………………  Immediate Line Manager ………………………………………………………………………… |

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| **Manager Personal Details**  Name ……………………………………… Date ………………………………………….  Role …………………………………………………………………………………………………  Department/Team/Service………………………………………………………………………….  *Advice from HR Case management should be sought if advice, guidance, or support is required.*   * **Fact find has been conducted to provide sufficient evidence to support any potential sanction issued.**   **Date/s of fact finding process:**  **Details of fact find: (attach any supporting documentation)**  **Incident/Allegation details and any known dates:**  **Do the allegations constitute gross misconduct?**   * **Yes** * **No**   **If ‘Yes’, the fast-track process should not proceed, and formal investigation procedure referred too.**  **Manager decision and rationale: -**  **Sanction:**     * **No formal sanction – informal action sufficient** * **First written warning (9 months)**   **Rationale:** |

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| **Employee Declaration**  **It is strongly recommended that you speak to your trade union representation, a workplace colleague or JACS before completing this section should you require any advice.**  **Declaration –**  I declare that: (Please tick accordingly and provide comments where necessary)   * **I do NOT have a live disciplinary sanction on file** * **I accept that by electing to use the Fast Track Process, which has an Agreed Outcome, there will be no right of appeal against the outcome** * **I was given the right to representation** * **I have read and fully understand the fast-track process guidance and what it means** * **I admit in full and confirm to all the allegation(s) of misconduct put forward against me and have reflected and learnt from the experience** * **I understand that by completing this form this case will not be addressed under the Formal Disciplinary Procedure** * **I confirm that I am happy to accept the sanction indicated on this form and understand that a record of my misconduct will be held on my personal file for the specified period** * **I understand that further misconduct of a similar nature during the lifetime of a warning may be taken into consideration when considering any further sanctions** * **I understand that if for any reason it is deemed not suitable to proceed with fast-track process in full, the information contained in this form can be used in any formal disciplinary investigation process instigated.**   Name ………………………………………………………………………………………..  Role …………………………………………………………………………………………..  Signed…………………………………… Date……………………………………………  Comments: |

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| **Fast-Track Meeting**  **Attendees present: (including names and roles of any representation in attendance)**  **Additional comments:**  We agree that this is a true reflection of any discussions and agreed next steps in the fast-track process:  **Employee**  Name ………………………………………………………………………………………..  Signed…………………………………… Date……………………………………………  **Line Manager**  Name ………………………………………………………………………………………..  Signed…………………………………… Date…………………………………………… |

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| **HR Case Management**  I can confirm that this sanction has been issued to the employee and a copy retained on the employees personal file in accordance with data protection legislation.  The fast-track process meets the requirements as set out in the Disciplinary Policy and Procedure.  Name ………………………………………………………………………………………..  Role …………………………………………………………………………………………..  Signed………………………………………………………………………………………….  Date……………………………………………  **Sanction letter sent to employee and a copy of the letter, signed fast-track form, and any supporting documents to be saved in employees personal file in line with data protection legislation.** |