**If you require any assistance in completing this form, please contact Human Resources.**

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| **Personal Details** | | | | | | | | | |
| Name | | | | | | Employee Number | | | |
| Department | | | | | | Contact number or email | | | |
| **Trade Union Details** (You are advised to contact your Trade Union before submitting this form.) | | | | | | | | | |
| **Name of**  **Trade Union** | | |  | | | **Trade Union or other representative** | |  | |
| **Contact Number for Trade Union or other representative** | | |  | | | **Will representative represent you at appeal?** | | **Yes / No** | |
| **Who should be contacted to organise availability?** | | |  | | | | | | |
| **Disciplinary Action taken (tick appropriate box)** | | | | | | | | | |
| Dismissal | Suspension without pay | Demotion | | Loss of increment | Disciplinary Redeployment | | Final Warning | Written Warning | Oral Warning |
|  |  |  | |  |  | |  |  |  |

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| **Grounds of Appeal** | |
| **I wish to appeal against**  Tick appropriate box | |
| **The decision to discipline me** | **The level of disciplinary action taken against me** |
|  |  |
| **Please state fully the grounds of the appeal in your own words alternatively if you wish you may use the optional guide on this form.** | |
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| **Use a separate sheet if necessary** | |

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| **Grounds of Appeal (optional guide)** |
| You can use the following list of questions as a guide and make the appropriate responses. |
| 1. Do you admit or deny the offence for which disciplinary action was taken against you, as was explained at the disciplinary hearing? |
| 1. If you admit the offence, but wish to submit an explanation of your conduct, or provide a statement in mitigation, please do so below. |
| 1. If you deny the offence, please give your version of the incident. |
| 1. If you wish to submit additional evidence not considered at the disciplinary interview, please do so together with clarification of why it was not previously raised. |
| 1. If you dispute the Management’s reasons for disciplinary action please state what in your opinion was the reason for the action taken against you. |
| 1. If you consider the form of disciplinary action against you excessive, please give reasons. |
| 1. Any other comments? |

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| --- | --- |
| Signature: | Date: |

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| **Where to send your form to:** | |
| Oral/Written Warnings  Head of Service  (or other officer as indicated in your letter) | Final Written Warning/Additional Sanctions or  Dismissal  Chief Governance Officer  Municipal Buildings  Falkirk, FK1 5RS. |

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| --- | --- |
| **For official use only** | |
| COMMITTEE SERVICES | |
| Date Received: |  |
| Date letter issued following disciplinary hearing: |  |
| Manager & HR Advised: |  |

Privacy Statement

* The Council processes your information in accordance with data protection legislation.
* We use this for processing your appeal and keep it for the period of any disciplinary warning which remains on your file following appeal. Where however the disciplinary sanction relates to a child/ adult protection issue the form will be retained in accordance with the Council’s retention schedule.
* We also use this for monitoring and recording purposes
* You can find full details here [www.falkirk.gov.uk/privacy](http://www.falkirk.gov.uk/privacy)