

### **What is for triage?**

- If further advice is required.
- If further action is required in a formal process.

**Before inputting on to the triage system, please ensure the following information is available:**

### **Investigation processes:**

- Evidence of 4W's/fact findings document to ensure managers have gathered all the information required.
- A senior manager should commission an investigation and then appoint an Investigating manager to investigate

### **Grievance:**

- Has there been an attempt to resolve any issues informally? If so, please provide the documentation relating to that.
- Evidence of 4W's/fact findings document to ensure managers have gathered all the information required.

### **Bullying & Harassment cases:**

- Has there been an attempt to resolve any issues informally? If so, please provide the documentation relating to that.
- Evidence of 4W's/fact findings document to ensure managers have gathered all the information required.

### **Stage 2 Attendance Management Review meetings:**

- A copy of the stage 1 outcome letter
- Draft stage 2 invite letter
- Name of the manager who will be chairing the meeting.
- Dates of availability for the following 2 weeks for the manager and member of staff should be obtained also.

### **Stage 3 Attendance Review Hearings:**

- A copy of the Stage 2 outcome letter
- Draft Stage 3 invite letter
- Seek from manager who will be chairing the hearing

### **Performance management cases:**

- Ascertain what stage of the policy the process is at.
- If the informal stage has been completed and there is the need to progress to the formal stage, please ask for documentation.
- Documentation required - the action plan and any outcome letters from the informal stage.

**Reorganisation/organisational change:**

- Draft consultation document to be submitted to provide the background to the changes set to take place.

Any personal data requests or references are to be submitted through the WAS inbox.