

## SUSPENSION MEETING CHECKLIST

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| <b>1.</b> | <b>Introductions</b> <ul style="list-style-type: none"> <li>▪ All parties present are introduced</li> <li>▪ Confirm the right to representation for the employee</li> </ul>  | <b>Suspending Manager</b> |
| <b>2.</b> | <b>Purpose of Meeting</b> <ul style="list-style-type: none"> <li>▪ Explain that the purpose of the meeting relates to allegations raised of &lt;&lt;give brief details&gt;&gt;</li> <li>▪ Explain that due to the serious nature of the allegations, and in accordance with the Trust's disciplinary policy and procedure, a decision has been taken to suspend the employee from duty with immediate effect pending the outcome of an investigation into the allegations.</li> <li>▪ Confirm the employee will continue to receive full pay and that suspension is not a disciplinary sanction but a holding action pending investigation.</li> <li>▪ &lt;&lt;If applicable, explain that the allegation has been forwarded to the Safeguarding Team / Trusts Local Counter Fraud Specialist / Police / Professional body&gt;&gt;</li> <li>▪ Explain the process of the investigation and potential outcomes.</li> <li>▪ Advise they will have an opportunity to make a full statement and the Investigating Officers will be in touch to arrange a meeting in due course.</li> <li>▪ Ask the employee if he/she has any questions</li> </ul> | <b>Suspending Manager</b> |
| <b>3.</b> | <b>Ongoing Communication</b> <ul style="list-style-type: none"> <li>▪ Confirm that an Investigating Officer will be appointed and that he/she will contact the employee if it looks like the suspension is likely to extend beyond 4 weeks days.</li> <li>▪ Explain that the Investigation officer (or another designated manager) will make ongoing contact at reasonable intervals should the suspension continue to be in place.</li> </ul>   | <b>Suspending Manager</b> |
| <b>4.</b> | <b>Employee Requirements Whilst Suspended from Duty</b> <ul style="list-style-type: none"> <li>▪ Confirm that the employee is not to discuss the investigation with Trust employees, colleagues, friends or relatives who work within the Trust with the exception of their Trade Union representative.</li> <li>▪ Confirm that the investigation should not be referred to on social media platforms such as Facebook or Twitter.</li> <li>▪ Explain that the employee is not to enter Trust premises without express</li> </ul>  | <b>Suspending Manager</b> |

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|           | <p>permission from suspending manager or investigating officers unless there is a medical emergency.</p> <ul style="list-style-type: none"> <li>▪ Explain that the employee is still employed by the Trust so he/she must not undertake any other work for any other organisation within the contracted hours of employment with this Trust.</li> <li>▪ Explain the employee must not carry out any bank shifts during the period of suspension.</li> <li>▪ Explain that should the employee be employed by any other organisation they have a duty to inform them of their suspension.</li> <li>▪ Advise the member of staff that usual procedures apply for annual leave and sickness absence and advise that any pre booked annual leave will be honoured.</li> </ul>   |                           |
| <b>5.</b> | <p><b>Employee Support</b></p> <ul style="list-style-type: none"> <li>▪ Provide details of their link person within the Trust's Employee Assistance Programme. They can be contacted by a free 24 hour telephone line on 0800 030 5182 or online at <a href="http://www.healthassuredeap.com">www.healthassuredeap.com</a> username - <b>Blackpool</b> and the password is – <b>Teaching</b></li> <li>▪ Provide details of our Occupational Health Department. They can be contacted on 01253 957950 or by email at <a href="mailto:bfbwh.occupationalhealth@nhs.net">bfbwh.occupationalhealth@nhs.net</a></li> <li>▪ Ensure the employee is aware of the availability of the staff Guardian, Jane Butcher. Contact details are shown in the suspension letter.</li> </ul> | <b>Suspending Manager</b> |
| <b>6.</b> | <p><b>Close Meeting</b></p> <ul style="list-style-type: none"> <li>▪ Explain that a letter will be sent confirming the employee's suspension from duty.</li> <li>▪ Confirm home address and contact details.</li> <li>▪ Where relevant ask the employee to hand over all Trust property e.g. laptop, mobile phone, keys, ID Badges, door passes etc.</li> <li>▪ Arrange for personal items to be collected and brought to the meeting room and escort from premises.</li> </ul>  | <b>Suspending Manager</b> |

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| 7. | <b>Following the meeting</b> <ul style="list-style-type: none"> <li>▪ Advise the Payroll team of the requirement for suspension on full pay with any enhancements to be protected</li> <li>▪ Advise the Bank team that the employee is currently unable to undertake any bank shifts and a temporary suspension to be put in place</li> <li>▪ Ensure that Healthroster is updated to reflect – Authorised Absence</li> <li>▪ All IT access is to be stopped</li> </ul> | <b>HR Representative</b> |
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