



Disciplinary Procedure – Action Plan

The table below should normally be completed by the Chair of the Panel following the Disciplinary Meeting detailing identified actions in respect of employee and/or service related issues that require addressing. The pro-forma must also be utilised when the Investigator has determined no action or, informal action is required and has identified the need for employee and/or service issues to be addressed. In such instances the Investigator should complete the table below.

Section A - To be Completed in Respect of Employee Related Issues

Name: _____
Chair of the Panel/Investigator

Date: _____

Immediate Actions	Responsible Officer	Date Implemented
Medium Term (3 - 6 months)	Responsible Officer	Date Implemented
Longer Term (6 - 12 months or beyond)	Responsible Officer	Date Implemented

Section B to be completed in Respect of Service Related Issues:

Immediate Actions	Responsible Officer	Date Implemented
Medium Term (3 - 6 months)	Responsible Officer	Date Implemented
Longer Term (6 - 12 months or beyond)	Responsible Officer	Date Implemented

On completion of all of the above identified actions the form should be signed off by:

Employee _____ Date _____

Manager _____ Date _____