

### **Top ten tips for producing a disciplinary statement of case**

1. Follow a standard format – Advice & Support Team will be able to give you a template or examples.
2. Tell the story logically – often that means in chronological order saying what you did and why and what you found out.
3. If your case involves service users' names or the names of other who should remain anonymous, use initials only.
4. Put detailed information into appendices so that they don't clutter up the flow of the statement.
5. Make your conclusion clear. Summarise the main points if it is a complex case. Make clear what is fact and what is opinion.
6. Number appendices in order so that the first one which is mentioned in the text is Appendix A, the second Appendix B and so on.
7. Make sure your case is as thorough as it can be. You will rely on it at the hearing. It must contain all the evidence you are going to bring.
8. If you are inexperienced, ask Advice & Support Team to read your draft through before it is finalised.
9. Produce sufficient copies for all those who will need them at the hearing. If you have original documents which are part of the evidence, give the version of the statement of case with these to the Disciplining Officer. Send copies to the employee, union representative and HR representative and keep one for yourself.
10. Send the copy to the employee in good time – they must have it **14 days before** the date of the hearing.