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| --- | --- | --- |
| Our Ref:Your Ref:Contact:Tel:E-mail:Date: | initialEmployee NumberName01698 |  |
| **PRIVATE & CONFIDENTIAL**JointName» «Address1» «TenancyCorrAddress2» «TenancyCorrAddress3» «TenancyCorrAddress4» «TenancyCorrAddress5» «TenancyCorrAddress6» |  | **Service Details** Name Job Title Job Title Second Line Address Line 1 Address Line 2 Address Line 2 [**www.northlanarkshire.gov.uk**](http://www.northlanarkshire.gov.uk/) |
| Dear  |

**Invite to Appeal against Capability Dismissal**

**JOB TITLE: (insert job title for ALL employees posts the meeting is referring to)**

Further to my letter dated **(insert date)** confirming receipt of your appeal against the decision taken at the Stage 3 Capability meeting held on **(insert date)**, I am writing to confirm that an appeal hearing has been arranged. This will be held in accordance with the Council Supporting Attendance Policy and Procedure, a copy of which is enclosed. The details of the meeting is provided below

Location**: <<INSERT LOCATION DETAILS>>**

Date : **<<INSERT DATE>>**

Time : **<<INSERT TIME>>**

On arrival, please report to reception and ask for myself **(delete if not applicable).**

***Delete as appropriate*** Teams Call - An invite will be sent to your calendar with a link to join the meeting at the allocated time/ Conference Call - Please make yourself available at the allocated time as you will be called on the personal number you have provided.

Please note that recording of this meeting is strictly prohibited unless by mutual consent of both parties. Any covert recording of this meeting will not be considered as part of any future Council proceedings.

In accordance with the procedure the appeal will be chaired by **(insert name and designation).** (**Insert name**), Employee Relations Advisor/Officer will also be in attendance. **(insert name and designation**) will be in attendance at the hearing to present management’s case.

You will be given the opportunity to put forward your case for appeal at the hearing. If you require to call any witnesses or submit any additional relevant statements/documentation, please notify **(insert name)** Employee Relations Officer by **(insert date).**

You are entitled to be accompanied at this meeting by a trade union representative (this does not need to be a NLC TU representative), a colleague, or an official employed by a trade union. Section 2.8 of the Supporting Attendance Policy and Procedure provides further information on when you can be accompanied by someone other than the above and in what capacity they can support you in.

I would be grateful if you could notify me in advance of the meeting who will be accompanying you and in what capacity. Please also let me know before the meeting if you have any special requirements or consider that any reasonable adjustments are necessary regarding the arrangements for the hearing, please notify **(insert name)** in writing as soon as possible, providing as much information as possible regarding these, in order that they can be fully considered, and appropriate action taken.

Please confirm your attendance at this meeting by contacting **(insert name)** by telephone on **(insert telephone number),** upon receipt of this letter. If you are unable to attend, please contact me as soon as possible to discuss your reasons and to arrange another meeting.

Finally, if you have any concerns about this meeting please feel free to contact me. Should you have any queries relating to the process please contact **(insert name and designation)**

# Yours sincerely

## NAME

**DESIGNATION**