

Discipline: Further Steps and Hearings



A 2-day programme

Who for:

Middle and senior managers with the responsibility of conducting disciplinary hearings and ensuring they administer disciplinary principles in a fair and consistent manner. Within the UK Fire Service this programme is aimed at Station Managers and above (or non-uniformed equivalent).

In this programme, you will learn and practise:

- The required procedural and substantive aspects pertaining to disciplinary action
- Step by step, the responsibilities of senior managers in participating, and potentially chairing, Formal Disciplinary Hearings
- The importance of preparation before the hearing
- Procedure and conduct during the disciplinary hearing and how to conduct the hearings in line with the principles of fairness and equity
- Making a decision as to appropriate sanction from the evidence presented
- Ensuring that proceedings and decisions are recorded correctly
- Skillsets associated with the responsibility of chairing a Formal Disciplinary in the form of a 'mock-up' of a disciplinary hearing

