Personal case pro-forma

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| **1. Basic details** | | |
| **Name: Alex Roe** | **Membership number:** | |
| **Does this issue pre-date membership?** (tick one) | **YES** | **☑NO** |
| **Employer name and work address (including postcode):**  Main Office London | | |
| **Work telephone number:** | | |
| **Email address:**  As known – check you have another email just in case the member is off work | | |
| **Mobile:** | | |
| **Home contact details:**  13 Lonely Avenue  London | | |
| **Preferred contact details:** (tick one) | **HOME** | **☑ WORK** |
| **Employer contact details:**  (ie HR Advisor or Line Manager as appropriate)  Mr I Black, Line Manager | | |
| **Type of case:** Disciplinary  (eg grievance, disciplinary, discrimination, capability, absence-management etc) | | |
| **Has the member kept a diary of events?** (tick one) | **YES** Request a copy | **☑ NO** Suggest they do |
| **Has anyone else been involved in advising the member?** (tick one) | **YES** | **☑ NO** |
| **If yes, who?** | | |
| **Has member been provided with appropriate contact details for the Rep or Prospect office/Full-time officer who will deal with their enquiry?**  **☑YES**  Name/contact details provided | | |
| **2. Outline of case**  The following questions are examples to guide you.  Ask other questions as appropriate or relevant to the circumstances of the case. | | |
| **Have you raised the issue with your line manager/HR/anyone else and what,  if any, advice was given or action taken?**   * The first Alex knew about the issue is on receiving the invitation letter on the 7th March * Alex’s HOD has not spoken to you before the letter was sent | | |
| **When did the issue arise?**   * The main issue happened on the 22nd Jan, Alex asked to leave to pick up kids and the HOD refused, and an argument ensued**.** | | |
| **What has happened?**  Alex has sent an invitation to a disciplinary meeting on the 16th March to answer the following accusations:   * Irregular attendance with considerable absence due to ‘stress’ during the past year * Serious in subordination towards a senior colleague and in particular telling your HOD Roger Plum to f\*\*k off on the 22nd January * Not responding to requests to work flexibly   Alex feels that Roger has been bullying them during the last year. | | |
| **Who is involved?**  Alex, Roger Plum (HOD), Ian Black (Line manager) possibly other members of the team? | | |
| **Why has it happened?**   * Alex has had a change in home life becoming a single parent for their two school children. Alex has needed to change his working hours on his return to work in June of last year. This meant Alex could not do overtime because of caring commitments. * Stress and pressure is on the whole department is under and is understaffed this has led to Roger (HOD) pressuring Alex to do overtime. * Roger’s lack of duty of care as a manager to take Alex’s changes in their homelife and the impact on work seriously. * This came to a head on the 22nd Jan when Alex went to see Roger to ask to go to pick the children up from school. Roger refused leading to an argument and Alex swearing at Roger and leaving. | | |
| **Are there any mitigating circumstances?**  Alex’s changed circumstances and has been off work with stress, taking anti-depressants.  Alex is the main carer for two young children and has arranged for a neighbour to pick the children up from school three afternoon’s a week enabling Alex to do their contracted hours.  There has been no investigation prior to Alex being invited to a disciplinary hearing.  The whole case has not been dealt well and not in keeping with the spirit of the policy to deal with things speedily. | | |
| **Is it still going on?** | **☑YES** | **NO** |
| **Mitigation to be taken into account?** | **☑YES** | **NO** |
| **Timescale/key dates:**  May to June last year: a long period of illness and came back with a verbal agreement to different hours  Other periods off work due to illness  22nd Jan incident of swearing happening  10th Feb email complaint from Roger Plum  7th March invitation letter sent | | |
| **Have any meetings taken place or are any future meetings arranged?** | **☑YES** Give dates and details of any planned meetings | **NO** |
| Ask member for copies or any letters, emails or notes relating to the case; attach them to pro-forma. Attached invitation letter and email from Roger Plum | | |
| **Are there any witnesses you  need to speak to?** | **YES** | **☑NO** |
| **If yes, what are the names of the key witnesses?**  Possible witnesses but may be fearful to come forward.  **REMEMBER:** It is not your role to undertake an investigation; your role is to  support the member | | |
| **What does the member expect/look for as a solution?**  Alex doesn’t want to lose their job  Drop the disciplinary process  Wishing the company to learn from how they’ve dealt with Alex and change attitude.  Looking to take out a grievance against Roger/Employer.  To put in place a formal agreement for Alex to pick the kids up around the childcare | | |
| **Make a note of any guidance you have given to the member.**  Ask Alex to bring doctor notes etc to next meeting, draft grievance letter. | | |
| **Make a note of any Prospect materials given/signposted to the member.**  E.g. applicable member guides, etc | | |
| **What are your next steps as the rep?**  Advise Alex re the stages of grievance and start this process.  Speak to Ian regarding the timing/date of the meeting and ask for a delay/move to informal given grievance/cite no investigation has taken place.  Employer in breach of their own policy.  As a new rep they may wish to speak to their officer/more experienced rep re the advice. | | |
| **3. Reassure the member…**  …that the case will be dealt with confidentially  …that the information you have gathered will not be shared with others unless agreed, and it will be kept securely.  If they wish to have a copy of this form, please let them have one. | | |