



9 September 2025

Our Ref: FOI 1348

Dear

**Freedom of Information Act 2000
Information in relation to List of Disciplinary Process Documentation**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 12 August 2025.

A response to each of the questions raised has been provided by the People and Organisational Development Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Rebecca Manning
Information Governance Officer

- Q1. I request the following:**
A list (titles and any reference numbers, if applicable) of all internal or external documents, policies, procedures, guidance, manuals, templates, or other reference materials currently used by your Trust when conducting disciplinary processes involving staff, including but not limited to:
- ***Materials used when preparing for or carrying out an investigation triggered by a complaint or allegation***
 - ***Guidance for managers or investigators on investigations, evidence gathering, interviewing, or report drafting***
 - ***Any checklists, template letters, or forms routinely used during disciplinary proceedings or investigations***
- A1. Please see Attachment 1 – Content List for Conducting Disciplinary Processes**