

## Form to record notes of discussions during formal hearings

This template can be used to make notes of discussions during formal hearings, such as an investigation or formal hearing.

### Roles

The Chair - To chair the meeting, ask questions of the employee and any witnesses and to give the employee a chance to tell their story / provide any mitigation.

The Note taker - To take notes of the meeting that provide a flavour of what was said at the meeting.

The Employee – To answer any questions put to them and to provide their version of events.

The Companion - to address the hearing to put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not, however, have the right to answer questions on the worker's behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

HR Support - To provide advice on employment law and company policies. HR should not influence decisions or levels of sanction.

| Role        | Name | Initials | Job title |
|-------------|------|----------|-----------|
| Employee:   |      |          |           |
| Companion:  |      |          |           |
| Chair:      |      |          |           |
| HR support: |      |          |           |
| Note taker: |      |          |           |

***These notes are not intended to be a verbatim record of the meeting***

|             |  |
|-------------|--|
| Date:       |  |
| Start Time: |  |

| Initials | Notes |
|----------|-------|
|          |       |

|                 |  |
|-----------------|--|
| Adjourn Time:   |  |
| Reconvene Time: |  |

| Initials | Notes |
|----------|-------|
|          |       |

|           |  |
|-----------|--|
| End Time: |  |
|-----------|--|