Management Statement of Case Guidance

The management statement of case is produced by the manager who heard the grievance at the previous stage, with support from the Workforce representative involved. The statement of case is required to be sent out at least 5 calendar days before the hearing, therefore to allow for administration of this, the statement should be received at least 2 working days prior to this. The following is a guideline on what could be included.

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| **Stage (2/3) Grievance Hearing** |
| **Name of employee** |  |
| **Hearing Date** |  |
| **Management Statement of Case by:** |
| **Name** |  |
| **Title** |  |
| **Introduction**  |
| *The background information* * *When the grievance was received (attach copy of letter/Form/e-mail)*
* *A summary of the grievance.*

*This may also include information on the employee, their role, how long they have been working in the area etc. and anything relevant to the case.*  |
| **Response to Grievance/Investigation** |
| *What information you sought and what investigations you did and attach your letter of response or letter to confirm outcome of previous meeting/hearing and notes of any meetings relevant to the case.**Summary of your reasons for not upholding the grievance. This will be taken mainly from your letter to the individual. Include any additional information in response to the appeal letter from the individual.*  |
| **Summary/Conclusion** |
| *Summarise your reasons for not upholding the grievance.**Add your views about the reasonableness of the actions taken and what steps the PCT have taken and what you have done to try and address this grievance.* *Anything you think the panel need to consider**Ask the panel to uphold your decision* |