

Private and Confidential

Ben Shadbolt



28 September 2016

Dear Ben

RE: Disciplinary Meeting Outcome

I write to confirm the decision taken at the disciplinary hearing, which took place on 05 September 2016. The hearing was conducted by me and also in attendance was Michelle Fernandes, as Company Representative.

You chose to attend this meeting accompanied with Gary Siggins POA Representative.

The reason for this disciplinary hearing was to consider the question of disciplinary action against you, in accordance with the Company's disciplinary policy with regard to:

The allegation of neglect of duties and failing to work to acceptable standards of conduct or performance

At the hearing I concluded the following in relation to the allegation (s) detailed above:-

- A number of issues had occurred during the shift
- The visits slips had not been completed
- Your check to visits was made mid-morning
- You stated you have not received sufficient training for your role and felt unsupported
- You were unaware you had to notify the Duty Director

In making my decision today, I took into account the information contained within the investigation report and the information you provided at the Disciplinary Hearing.

Based on the above, I took the decision to issue you with advice and guidance as per this outcome which will stay on your file.

As a Detainee Custody Manager I expect you to carry out your duties fully. You are advised to ensure you are fully aware of a shift handover and to ask relevant questions where you are unsure. I advise you to speak to your line manager, take advice in your 121, look and discuss the areas of concern with and how to deal with this for your development as a manager.

There is no further disciplinary action arising from this hearing and I consider the matter closed.

You have the right to appeal this decision, which must be made in writing to Ben Saunders Centre Director at the address above, within 7 days of receipt of this letter.

I have enclosed a copy of the notes taken at the hearing for your records.

Yours sincerely

Steve Skitt
Deputy Director
Gatwick IRCs