

**Private and Confidential**

Mr Ian Barkley  
11 Brandon Crescent  
Shaw  
Oldham  
OL2 7YB

**Community Services and Adult Social Care**

Civic Centre  
Oldham  
OL1 1NL  
Contact: Margaret Warburton-Vaughan  
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Dear Ian,

**Re: Disciplinary Hearing Convened Under the Disciplinary Procedure**

I am writing to confirm the details of the disciplinary hearing which has been scheduled for Thursday, 11 May 2023 commencing at 9.30am at the Civic Centre, West Street, Oldham. The meeting will be held in Room 4F, Level 4. There is a room allocated for yourself and your representative - Room 4A, Level 4 this has been reserved from 9.00am.

The disciplinary hearing will be chaired by Nasir Dad, Director of Environment and Kathryn Pickford, HR Advisory Team Leader will also be present in an advisory capacity. I will present the evidence, which is contained within the enclosed pack and Julie Kippax, HR Advisor will be in attendance in an advisory capacity to myself. Hayley Cassell, Senior HR Advisor will be in attendance as note taker to the hearing.

The hearing has been convened in order for you to answer the following allegation(s) of gross misconduct:

- **Allegation 1** - You have demonstrated unacceptable attitudes towards other staff on the team and within management
- **Allegation 2** – You have not followed management instructions in a timely manner
- **Allegation 3** – Bullying and Harassment against two members of staff resulting from two grievances being submitted one from Kelsey Barnes and the other Sophie Harland.

The above allegations may constitute gross misconduct which if proven could result in a decision of summary dismissal.

Included in the document bundle are statements from several witnesses. Of those witnesses, the following will be called to the hearing to respond to any questions in relation the information provided

**Sophie Harland – Client Finance Team Manager**  
**Kelsey Barnes – Client Finance Officer**  
**Wendy Whitehead – Assistant Caseworker**  
**Ben Simmons – Client Finance/Court of Protection Case Officer**  
**Lisa Entwistle – Head of Prevention and Client Services**  
**Kirsty Littlewood – Previously employed as Assistant Director of Community Business Services**

If you wish to invite any of the other witnesses who have provided statements, please let me know at least 5 days before the hearing.

Similarly, if you wish to invite any other person(s) to act as a witness, on your behalf, it is your responsibility to make the appropriate arrangements. You must provide me with any evidence that you wish the Chair to consider and details of any witnesses you are calling, including their statements, at least 5 days before the disciplinary hearing.

Should you wish to submit a statement of case, please do so 2 days before the hearing.

You have the right to be accompanied at the disciplinary hearing by a trade union representative or work colleague and it is your responsibility to arrange this.

It would be helpful if you can confirm your attendance and if any trade union or work colleague will be in attendance at the hearing. If you are unable to attend the hearing, please contact me on the above telephone number or email no later than 5.00pm Tuesday 9 May 2023. You should be aware that if you fail to attend the hearing without a reasonable explanation it may go ahead in your absence.

Finally, if you have any special requirements that we need to be aware of please let me know in advance of the hearing.

Yours sincerely



Margaret Warburton-Vaughan  
Investigation Officer  
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