

RESOLUTION INFORMATION SHEET
REPRESENTATIVES CHECKLIST

FOR ALL CASES

1. Have you managed the member's expectations about what a formal grievance and/or the lodging of Tribunal proceedings may achieve?
2. Have you taken steps to explore/achieve a local resolution?
3. Have you included all relevant dates? Are they in chronological order?
4. Is the three-month time limit time imminent? If so, is it necessary to lodge Tribunal proceedings to protect the time limit?
5. If Tribunal proceedings have been issued have you obtained all the relevant documentation, e.g. statutory questionnaire answers, IT1 and/or IT3?
6. If Tribunal proceedings have been issued, have you considered lodging a statutory questionnaire within the 21 day time limit?
7. Are there any relevant medical issues? eg is the member off sick as a result of the alleged discrimination? What stage have they reached in the sick pay regime (6/12 months/discretion to remain on full/half pay)?
8. Is there any issue relating to probationary service?
9. Is there any issue relating to unsatisfactory attendance/performance?
10. Is there any issue relating to criminal or disciplinary misconduct?
11. Is there any issue relating to medical retirement?

FOR HARASSMENT CASES

12. If acting for complainant: has the member provided full details of the alleged harassment, including the nature of it, what was said, who said it (inc rank), when it was said? Has the member identified why he/she considered it to be unlawful (e.g. how was it sexist or racist)?
13. If acting for respondent: have they answered each of the allegations made, and have they lodged their IT3 in the 21-day time limit?
14. Are there any witnesses who endorse/oppose the given version of events? If so, have you provided their contact details?
15. Has any formal complaint been made against the alleged harasser?
16. Has there been an investigation into the alleged harassment?
17. Has any disciplinary action been taken against the alleged harasser?
18. Are there any relevant documents, e.g. emails, pocket book extracts?

PROMOTIONS/POSTINGS/TRANSFERS

19. Do you have details regarding the promotion/ posting/ transfer, including the name of the decision-maker and the date of the decision?
20. Are there any relevant documents, e.g. written applications, review/ appraisal forms, interview notes, memos, or letters of refusal/rejection?

GRIEVANCE/DISCIPLINE

21. Has the correct procedure been followed?
22. Have you copies of relevant documents, e.g. Reg 9 notices, decisions?

PART-TIME/FLEXIBLE WORKING

23. What was the request for pt/flexible working and when was it made?
24. Do you have a copy of the request (if written)?
25. Do you know how previous requests for part-time/flexible working have been treated? Either on behalf of the member or others?
26. Does you have details of the gender breakdown of officers working in his/her unit/station/division/Force?
27. If the member considers that he/she has been treated less favourably on grounds of his/her part-time status, has he/she given evidence of how a comparable full-time officer is treated?

MATERNITY/PATERNITY

28. Has the member provided appropriate details, e.g. expected week of confinement, due date, actual birth date, dates of ordinary/additional maternity leave, dates of paternity leave?
29. Does the Force have maternity/paternity policies and have you got copies?

VICTIMISATION

30. Have you identified the “protected” act of discrimination for which the member is being victimised?

Recording of information provided by members

Representatives should record all relevant information on the Resolution Information Sheet (RIS) and should retain the original for the addition of any further information. Copies of the RIS and other documentation should be provided to the member and also forwarded with the application for legal advice/representation. Any further information recorded on the RIS should also be copied and provided to the member and legal representative

**AND DON'T FORGET
Refer to your Equality & Diversity Handbook for further information!**