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| **CONFIDENTIAL INVESTIGATION REPORT** | |
| Allegation/Issue |  |
| Name of employee subject to investigation (if appropriate) |  |
| Name of complainant  (if appropriate) |  |
| Investigator(s) |  |

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| **Background** | |
| * *Identify how the situation came to light (based on the factual information provided by the instigating manager); what actions have already been taken prior to the investigation commencing; what communications have taken place.* * *Provide brief details of the employee under the investigation, their employment history, current role and how long held etc.* * *Note if employee suspended and when, or if there are any specific changes in place to allow the investigation to take place e.g. line management responsibility removed.* | |
| **Executive Summary (Optional - delete if appropriate)** | |
| * *This may be suitable for complex investigations and should provide a brief summary of the main findings/conclusions.* | |
| **Remit of Investigation** | |
| * *Define remit of investigation, i.e. what allegations/concerns were identified as in need of investigation (provide concise bullet points list of all allegations, that will be expanded upon in “Findings” section).* * *State policy under which the investigation was carried out (e.g. Disciplinary Policy).* | |
| **Investigation Process** | |
| *Explain how the investigation progressed, details of witnesses interviewed and documents provided, explain any delays or problems encountered.* | |
| **Evidence and findings** | |
| *Set out the evidence gathered in relation to each allegation, then set out any findings and observations:* | |
| **Conclusion** | |
| *Set out a summary of the allegations and findings.* | |
| **Recommendations** | |
| *Set out any recommendations arising from the investigation* | |
| **Appendices** | |
| *List any appendices (e.g. interview records, documents gathered during the investigation)* | |
| Signed by Investigatory Officer |  |
| Date |  |