#

# APPENDIX 14 Investigation Report Template

**STRICTLY PRIVATE & CONFIDENTIAL**

REPORT

Detailing the investigation into the Grievance raised by *(Insert name, Insert Job Title)*

A report for

*Insert name and job title of commissioning manager*,

 By *Insert name*, *Job title*

Investigating Officer

*Insert date*

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| **Appendices –** *Example only - please update the numbering to link to contents of report and include all documents referenced as part of the investigation* |  |
| 1. | Interview statements with witness (give names and job titles) – include signed statements for all interviewees |  |
| 2. | Interview with employee (give name and job titles) |  |
| 3. | job description of employee |  |
| 4. | Any other supporting information  |  |
| 5 | Requirement to Stay Away From Work letter dated xxxx |  |
| 6. | Harrow Council’s Schools Disciplinary Policy & Procedure (October 2018)  |  |
| 7. | Harrow Council’s Code of Conduct Policy & Procedure if referenced *Any other policies/procedures/or professional documents referenced should also be included.* |  |
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**1. Introduction**

**The author of the report**

*1.1 I am XXX , Job title at Harrow Council. I have worked for Harrow Council*

*since XXX*.

**Role of the Investigating Officer (IO)**

*1.2. The role of an IO is to investigate serious misconduct/misconduct allegations or complex grievances as defined and scoped by the Commissioning Officer. At the investigation stage, the IO’s role is impartial. The IO will submit a fair and unbiased investigative report to the commissioner, which reaches evidenced conclusions and/or conclusions based on the balance of probabilities.*

*1.3 The report will be based on the information made available by the commissioner, the subject of the investigation and any other witnesses. The report will make appropriate recommendations. The report will recommend on the balance of probability whether a disciplinary or grievance hearing should be held and, in disciplinary cases will indicate the potential severity of the case; whether it should be considered as potential misconduct or serious misconduct, based on the evidence presented.*

*1.4 Should a disciplinary or grievance hearing be required the IO may be commissioned to present the management case. The IO will conduct the presentation, using the evidence contained within the report and evidence from relevant witnesses, in a fair and balanced manner applying the principles of natural justice. At this point in the proceedings, the IO is no longer neutral as they have formed a view that on the balance of probabilities the allegations/grievance has substance.*

**Purpose of the report**

*1.5 The purpose of this report is to set out the facts relating to this investigation, pointing out where discrepancies have been identified. Reasoned conclusions are reached with evidence to support these statements.*

**Disclaimer**

*1.6 The conclusions reached in this report have been based on the material presented within the report. No additional material has been used, except where specifically referenced. Additional material, of which I am currently unaware, may have affected the conclusions reached. I am not responsible for failing to take into account information or evidence that was not available to me at the time of writing this report. This report must be considered in its entirety and I am not responsible for omissions in reproduction or amendments made by other parties, after its submission.*

**Statement of instructions**

*1.7 I was commissioned by XXX , Job title on (insert date) to investigate the allegations set out in a letter to XXX(Insert employees name) (insert employees initials) dated xxxx, under the Council’s Grievance Procedure. It was agreed whom I needed to see in connection with the matter and the relevant background paperwork to refer to (see Methodology section below).*

**2. The Specific Concerns/terms of reference**

*2.1 As provided by the commissioning manager*

*Please cut and paste wording from grievance letter*

**3. Executive summary**

*3.1 Summary of what the IO believes happened, based on their investigation.*

**4. Sources of Evidence/Methodology**

4.1 Interviews took place with the following people:-

Xxxxx

xxxxxx

4.2 Additional evidence is contained within:-

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**5. Background/Events leading to the Grievance**

*5.1 Insert initials of employee has been employed in the xxx Service/School since XXXX.*

*An outline of the duties associated with each of these two job roles can be found at (list appendix numbers). Recommend that you give a brief overview of job role, and expectations*

*5.2 Provide some background relating to how the concerns came to light*

**6. Investigation**

*6.1 Summary of what the IO believes happened, based on their investigation. This section should ‘cross reference’ to evidence and quotes from statements to provide reason to the IO’s beliefs. Alternative views uncovered during the investigation must be included also, together with the IO’s reasons for having less belief in such versions.*

**7. Conclusions**

*7.1 This should pull the whole report together and make the case for any further action to be considered by a panel, and/or any other action which may be appropriate.*

**8. Recommendations**

*example only*

*8.1 I recommend that a grievance hearing is convened to consider whether Insert initials of employee concerns are substantiated or not in accordance with the Council’s Grievance Procedure.*

Signed: ................................................................ Dated: ...............................

 *Insert name of Investigating Officer*

 **Appendices**

*Signed copies of all statements, documents and other evidence referenced in the report etc.*