***Appendix 3*: Proforma to Monitoring Officer**

Pro-forma to Monitoring Officer from the manager who has received the initial concern.

ABERDEEN CITY COUNCIL

WHISTLEBLOWING POLICY

**PROFORMA TO MONITORING OFFICER**

The following complaint has been received from an individual who wishes to report a concern which may invoke protection under the Whistleblowing policy. The details below outline the complaint and await your determination.

## Section 1

|  |  |
| --- | --- |
| Name | **Job Title** |
| **Service/Organisation** | **Work Location** |

## Section 2

**Please provide a brief outline of the complaint:**

(Where possible please provide names, dates, history and background details of the complaint)

|  |
| --- |
|  |

**Has the concern been considered under an alternative policy? Please provide details:**

|  |
| --- |
|  |

## Section 3

# Has the complaint been investigated previously?

**Yes No**

# If yes, who was the manager who undertook the investigation?

|  |
| --- |
|  |

# Please provide brief details of the outcome of any previous investigation below:

|  |
| --- |
|  |

Please attach any correspondence relating to the complaint, along with this form, to the Monitoring Officer, Head of Legal and Democratic Services, Corporate Governance, Aberdeen City Council, Marischal College, 1st Floor South, Business Hub 6, Broad Street, Aberdeen, AB10 1AB.