**MODEL INVESTIGATORY REPORT FORMAT**

1. **EMPLOYEE DETAILS**

|  |  |  |
| --- | --- | --- |
| Name | : |  |
|  |  |  |
| Post Title | : |  |
|  |  |  |
| Employing Service | : |  |

Currently under a disciplinary warning?

Yes / No *(delete as appropriate*)

If yes, level of warning: first level/final warning *(delete as appropriate)*

1. **STATEMENT OF ALLEGATION/S**

*Set out the allegation/s and attach letter(s) of complaint if applicable {this will be the allegation/s the employee will have to respond to at the disciplinary hearing should you consider that disciplinary action is merited}*

*The allegation should mirror the wording from the suspension letter (if applicable) and also from the invite to investigatory meeting letter.*

**HOW THE INVESTIGATION WAS CONDUCTED**

*This should provide a brief description of what steps have been taken during the investigation in order to come to a conclusion. E.g. interviewed employee, details of witnesses, consulted any code of practice etc*

1. **PROVISION OF STATEMENTS**

*Under this heading, specify who provided statements, why and how they were obtained. Statements must be given an appendix number and this number should be referred to in the main body of the report and included as an actual appendix at the end of the report. Any statements must be signed and dated.*

*E.g. Appendix 1 – Joe Bloggs, Supervisor. Alleged witness to complaint*

1. **OTHER DOCUMENTARY EVIDENCE**

*Under this heading, specify any other documentary evidence that you referred to (e.g. timesheets, claim forms, audit records, codes of practice, terms and conditions etc)*

*E.g, Appendix 2, Time sheets for period 1 January to 31 March*

1. EMPLOYEE’S RESPONSE TO THE ALLEGATION/S

*This section should clearly define the employee’s response – it is not enough to say they deny the allegation without giving detail. Give detail of their key response and any reasons/clarity given or evidence presented to counteract/mitigate the allegation.*

**7. OUTCOME OF INVESTIGATION**

*Under this heading you should indicate whether there are sufficient grounds for concluding that the employee’s conduct has been unsatisfactory and what action, if any, is justified. The options available at this stage are to:*

*(1) take no further action on the basis that you have accepted the employee’s explanation and/or there is insufficient evidence to support the allegation/s; or*

*(2) arrange for the employee to be counselled on the basis that it would be more appropriate for this matter to be handled that way; or*

1. *invoke the next stage of the disciplinary procedure by referring the matter to a disciplinary hearing. If you conclude that the employee’s conduct merits disciplinary action being taken against them you should indicate why*

*You should include the following – Summary of Findings, Conclusions and reasons for arriving at these and then Recommendations .*

*Details should be provided on the findings from the investigation taking into consideration the employee’s response compared with witness statements (considering their credibility) and any other evidence presented e.g. facts, figures, documentation which was considered.*

*There should be a summary of all findings*

*Conclude the outcome of the investigation, what you as the Investigating Officer determine based on the evidence gathered.*

*Give recommendations as to the outcome and what the next steps should be based on the evidence presented – e.g. counselling, move forward to disciplinary hearing etc. If your conclusion is that the allegation is one of potential gross misconduct you should indicate this in the report.*

*Give clear reasons for arriving at the conclusions and for the recommendations*.

1. **INVESTIGATING OFFICER’S DETAILS**

Name:

Job title:

Service:

Signed:

Date: