Terms of Reference for Investigating Officers

Employee(s) subject to investigation:

Name:

Job role:

Location & reporting manager:

Length of service in post:

Length of service with CCC:

Details of any previous disciplinary action (if relevant):

Background:

* *Short summary of any background to the allegation/s*
* *How was this brought to our attention and by whom?*
* *Include any evidence or detail gathered through preliminary enquiries or through the initial fact find*
* *Include the specific details of the allegations plus anything in writing that has been sent to the employee*

Initial indication of witnesses to be interviewed:

* *Include a list of people who may require interviews with the IO and a rationale as to their involvement*

Named contact/s for the IO:

* *IO should keep this person informed of progress / direct queries to this contact particularly if new information comes to light*
* *A member of operational management leading on the case should be listed as a contact and a member of the People Management Team*

Employee’s TU Rep:

* *Name and contact details (if known)*

Details of any policies or procedures to be referenced by the IO:

* *Include a list of any policies / procedures that may be pertinent to the investigation*
* *Confirm under which policy the IO is conducting the investigation e.g. B&H, discipline, grievance, whistleblowing etc*

Background documents to be provided to the IO:

* *Contract of employment*
* *Role profile / job specifics*

Responsibility of the IO:

* *Write to the employee and any witnesses*
* *Conduct interviews*
* *Gather relevant evidence*
* *Produce a final, unbiased report for the operational manager leading on the case*

Anticipated timescale and start date for the investigation:

* *Expected timescale by the operational manager and discussion as to whether this is achievable by the IO*
* *When does the investigation need to start*