# TEMPLATE LETTER 3

**INVESTIGATORY INTERVIEW NOTIFICATION**

**PRIVATE & CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**INVESTIGATION INTERVIEW NOTIFICATION**

As you are aware from previous correspondence you have received, you are to be interviewed during the course of the current investigation into allegations against you. The purpose of the interview is to make enquires of you in relation to the allegations and the circumstances giving rise to them. Additionally, it provides you with the opportunity to respond to the allegations and offer explanation.

The allegations, which are the subject of the investigation, are set out below **(INSERT ALLEGATIONS DETAIL).**

I am now able to confirm the arrangements for the Investigator to conduct the interview and this is to take place on **(INSERT DATE/TIME/VENUE).**

You are required to attend the investigatory interview. Additionally, as previously advised, you are encouraged to be accompanied at the interview by a Council work colleague or recognised trade union officer/representative. Should you wish to arrange to be accompanied you should do so without delay and should contact me directly should any difficulties arise in making arrangements. You are reminded that the person accompanying you will not be able to answer questions on your behalf.

You are also reminded that you are expected to co-operate fully and honestly with the investigation and that any information, which is gained during the process of the interview, will be presented at a subsequent Disciplinary Hearing in the event it is decided to proceed to a Disciplinary Hearing.

Please note that electronic, audio or video recording by any device of the interview will not be permitted, unless express authorisation has been received from the appropriate senior manager prior to any such recording taking place.

Where the nominated notetaker at meetings and/or hearings associated with the process feels it is necessary to make an audio recording in order to support with the preparation of the notes, the requirement to make the recording will be clarified with all present at the start of the meeting.

The above is in accordance with the Council’s Disciplinary Policy and Procedure, a copy of which you have previously been provided with.

If you require any advice or clarification on the operation of the procedure please contact me and I will look to assist you.

It will be presumed you will be attending the above interview. You are required to contact me directly and immediately should you have any difficulty with the arrangements.

You should note that your manager will be provided with a copy of this letter.

Yours sincerely

<Name>

<Investigating Officer>

Updated January 2018