# TEMPLATE LETTER 2

**INVESTIGATION NOTIFICATION**

**PRIVATE & CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**INVESTIGATION NOTIFICATION**

Further to the discussions you have had with your manager regarding the allegation(s) of misconduct against you, I am writing to confirm that an investigation into the allegation(s) will be undertaken by an Investigator. You are expected to co-operate fully and honestly with the investigation process.

**(INSERT, AS APPROPRIATE, THE FOLLOWING**) The Investigator is **(INSERT** **NAME/DESIGNATION) OR** You will be notified of who the Investigator is when one has been identified.

The allegation(s), which are the subject of this investigation, are set out below **(INSERT DETAIL** **OF ALLEGATION(S)).**

In the course of the investigation you will be interviewed and will be invited to provide explanation and comment on the allegations. You are encouraged to be accompanied at the interview by a Council work colleague, recognised trade union officer or recognised trade union representative. You should note that whilst you may be accompanied, the person accompanying you is not allowed to answer questions on your behalf.

Should any additional allegation(s) come to light during the course of the investigation you will be advised in writing that the further allegation(s) will also be investigated. Any information which is gained during the investigation process may be presented at a subsequent Disciplinary Hearing, if it is decided to proceed to a Disciplinary Hearing.

You are reminded that you were advised in the letter of suspension you have previously received to note and act upon the fact that in the circumstances in which you find yourself there may be a requirement of you to notify your professional body or association of your circumstances.

By way of illustration, the Health and Care Professions Council (HCPC) “Standards of Conduct, Performance and Ethics”, which covers individuals who work in Adult Care, contains an individual responsibility on registrants to immediately notify the HCPC if they are suspended from work or placed under a practice restriction because of concerns about their conduct or competence.

Other professional bodies or associations may have the same or similar requirements and the Council would expect you to comply with these, if such a requirement of you applies.

It is appreciated that such investigations can cause concern and that you may want to share your feelings and concerns with someone. Therefore, the following support arrangements are available if you wish to make use of them **(Note: employees suspended from work should already have been notified of the following support arrangements)**

* Your Support Officer is **(INSERT NAME/DESIGNATION & CONTACT DETAILS**). If you do not wish this person to act as your Support Officer you must contact me immediately. Unless I hear from you to the contrary it will be presumed you have no objection to this nomination and the Support Officer will be provided with your contact details.
* The Council’s free and confidential Employee Support and Counselling Service, which can be accessed by telephoning (01522) 555440, or via email at: emp.supportandcounselling@lincolnshire.gov.uk.
* You can also make with your own independent arrangements for support during the investigation by contacting your staff/union representative.

You are reminded that this matter is strictly confidential. Other than obtaining appropriate trade union and/or legal advice you are not to discuss any aspect of this matter with anyone other than the support, which is available (as identified above) and/or your manager.

You will be informed in writing of the outcome of the investigation following its conclusion. In the meantime you should continue to comply with the terms of your suspension as detailed in the letter of suspension you have previously received. **(only insert in cases where the employee has been suspended)**

The above is in accordance with the Council’s Disciplinary Policy and Procedure, copies of which are enclosed. Also enclosed is a copy of the Employee Guidance on Employment Investigations. **(Note: employees suspended from work should already have been provided with copies of these documents)**

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

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

Yours sincerely

Name

HR Adviser