Investigation Report – Additional Information to Include

1. Introduction

Include detail of staff member’s name, job title, hours of work and shift pattern, length of service – NHS and Lanarkshire, length of time in current role/department.

How and when issue was identified and any initial actions taken.

Details of the early resolution meeting should also be included e.g. date and rationale for escalation, or if no early resolution meeting has taken place, the reason for this.

Details of any adjustments made to staff member’s role, or if a decision was made to suspend, why this was taken and when.

1. Remit

Include all the detail from the Commissioning Manager’s request:

* + Allegation
	+ Policy used, including any additional policies identified during the process
	+ Investigation remit
	+ Details of any previous relevant history
	+ Details of timescale set at the beginning, and if deviated from, the reason for this

Where additional allegations are included, detail what these are and how/when it was agreed they would become part of the investigation

If the allegations have changed, it should also include details of the original as well as final allegations. Please ensure numbering is consistent from the beginning, eg if the original allegations are 1-3, the new allegations will be 4 & 5.

1. Methodology
* Separate the witnesses into those initially identified as being involved and those identified during the process
* Include all notes of meetings and witness statements
* If the investigation was outwith the initial timescale, include a timeline as an appendix, detailing all steps and interactions, including supportive meetings and conversations
* If the investigation has a number of people involved or there are lots of steps, consider including a timeline to clearly show what happened and when
* Include all OH guidance or other supportive information
* Ensure that all information gathered is included
1. Evidence
* Include headline information only for each witness: all individuals who have access to the report will be able to read all witness statements
* Separate the information by allegation, rather than by witness
1. Mitigation
2. Findings in Fact
3. Recommendations

For each allegation made, the report should detail whether the point is upheld or not and what the appropriate action for each point should be. The rationale for each decision should also be included.