**[WORKFORCE POLICIES INVESTIGATION PROCESS](https://workforce.nhs.scot/media/4qoa1g44/nhsscotland-workforce-policies-investigation-process.pdf)**

**Request to Initiate HR Support**

**Form should be completed by the Commissioning Manager and sent to HR Service Now**

**Pre-Investigation Stage**

When made aware of a concern or incident, immediate action must be made to ensure the safety of persons, the environment and physical evidence.

The direct line manager should assess the risk to determine whether alteration to duties or suspension is required. Read the [guide to suspension 12](https://workforce.nhs.scot/media/oepott45/conduct-policy-guide-to-suspension.pdf) for the Conduct policy.

Initial consideration should be given as to whether a formal investigation is required. If so, statements providing factual information or any other relevant evidence should be requested from any Staff Member s involved or witness to the incident/s.

**Complaints from other staff members**

Where a Staff Member makes allegations or raises a complaint about another Staff Member, they should be asked to put their complaint/concerns in writing.

**Communication**

A Staff Member subject to investigation must be informed by the Commissioning Manager, in writing, of the allegations they will be asked to respond to.

**Please complete the following information in relation to the investigation you are commissioning.**

|  |  |
| --- | --- |
| Date of early resolution meeting or if not appropriate, date of meeting advising staff member of investigation. |  |
| If no early resolution meeting, reason for this. |  |
| Date investigation initiation letter sent. |  |
| Date suspended from duty, if applicable. – DCP NAME |  |

**Staff Member Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Staff Member | |  | |
| Payroll Number | |  | |
| Job Title & Band | |  | |
| Department & Location | |  | |
| Previous History | | Detail any sanctions previously issued, or points of note to the investigation process | |
| Commissioning Manager | |  | |
| Contact details | |  | |
| Job Title | |  | |
| Investigating Manager | |  | |
| Job Title | |  | |
| Contact details | |  | |
| **Terms of Reference** | | |
| Policies | Please select which policy is applicable:  NHS Scotland Workforce Policies   * Conduct * Bully and Harassment * Grievance   *If applicable note any other policies that may not have been adhered to: e.g. Employment of Statutory Registered Professionals Policy,* | |
| Allegation/s  Or  Staff Member(s) concern in relation to Grievance | Detail the specific allegation/s the Investigating Manager is being asked to investigate. This should include date, time and location the allegation/s took place.  Description of the incident:  *It is alleged...* | |
| Background to Incident |  | |
| Potential Witnesses | A Statement attached [ ] Statement to follow [ ]  B Statement attached [ ] Statement to follow [ ]  C Statement attached [ ] Statement to follow [ ] | |
| Any other relevant documents |  | |
| Communication | A timeline of the investigatory process should be maintained. Any potential delays and the reason for those delays which impact on the completion date should be notified.  The investigation report should be submitted within 21 calendar days of the completion of the investigation. | |
|  | Completed by: *Name of Commissioning Manager*  Date: | |