**Commissions Joint Investigation Panel (JIP)**

Manager should appoint a chair of the JIP who is situated out-with the immediate service area and not implicated in the complaint.

The following guidance outlines the process and responsibilities for a JIP:

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| **Step** | **Action** | **Responsible Person** |
| 1. | JIP chair to be nominated/appointed (different area/sector) | Commissioning Manager |
| 2. | HR to nominate/select Staff side representative (Hyperlink to list on HR connect) | Appointed HR Practitioner |
| 3. | JIP Panel to arrange pre-meet – draft JIP Terms Of reference | JIP Panel |
| 4. | JIP to schedule diary dates | JIP Panel |
| 5. | Correspondence (invites, venue etc) issued – use of template letters | JIP Chair |
| 6. | Arrange person to take Note(s) of meeting. HR to assist in the event that admin support unavailable. | JIP Chair |
| 7. | Admin/HR to write up note and forward to JIP Chair | Admin/HR Practitioner |
| 8. | Notes sent out to relevant parties for Approval/Comment (refer to section 6.1.7) | JIP Chair (with support of Admin/HR) |
| 9. | Notes returned to chair – once signed and dated | Complainant/Respondent |
| 10. | On receipt of all notes approved – write up of JIP Report (using report template) | JIP Chair |
| 11. | Report sent out to relevant parties for opportunity to comment (refer to section 6.1.7) | JIP Chair (with support of Admin/HR) |
| 12. | On receipt of comment the JIP Chair liaises with Commissioning Manager | JIP Chair/Commissioning Manager |
| 13. | Commissioning Manager reviews report and forms conclusion – JIP Outcome section 6.1.8) | Commissioning Manager |
| 14. | JIP roles ends unless case proceeds to disciplinary – where JIP Chair presents the case or is called to give evidence by Commissioning Manager | JIP Chair/Commissioning Manager |
| 15. | All relevant documentation to be scanned and archived in accordance with Record Retention Policy | JIP Chair/Commissioning Manager |

The members of the JIP should be appropriately trained. Appropriate training is available – including investigation training. Refer to [Learning and Education section](http://www.nhsggc.org.uk/working-with-us/hr-connect/learning-education-and-training/) on HRConnect