**JOINT INVESTIGATION REPORT**

**Complainant:**

**Respondent:**

**JIP Panel Members:**

**Date Report Completed:**

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2. **TIMELINE**
* It is helpful for the panel, especially in complex cases, to see a timeline summarising in chronological order the key dates relating to the case. The timeline should be presented in a table i.e:

|  |
| --- |
| **Description** |
| **Date**  | Dignity at Work Notification Form received  |
| **Date** | Acknowledgement sent from Commissioning Manager |
| **Date** | Details of any informal processes |
| **Date from/to**  | Investigation carried out |
| **Date** | Investigation concluded |

1. **REPORT**
* Give the report a structure with headings to separate out the key elements of the case e.g.
	1. **Introduction**

Detail the names and designation of the joint investigating panel and policy used for the investigation. Confirm the name and job title of the manager who commissioned the investigation.

**2.2 Background**

Provide the complainant’s name, length of service, job title and location and similarly for respondent/s.

Detail any background information relevant to the investigation.

**2.3 Allegation**

Specify the allegation/complaint being investigated i.e

The Investigating Officer was guided by the procedures outlined in the NHS Greater Glasgow and Clyde Dignity at Work Policy and Procedure. This investigation report outlines the investigation into the following allegations:

***Enter allegation(s) as per Commissioning Manager’s letter with clear link to the policy / procedure breached.***

**2.3 Investigatory Process**

Detail the date/s and venue for the investigatory interviews, those interviewed, confirm whether statements were received and who they were received from.

Add in detail that all employees interviewed were sent investigation notes to confirm they were an accurate reflection of what was discussed at the investigation meetings. Any amendments which were highlighted in returned notes have been included. Employees were advised that if they failed to return their notes by a specific date then it would be presumed they accepted the notes as an accurate reflection.

Detail other methods used during the investigation e.g. review of documentation or other records.

Detail any delays in the investigation and provide reasons. i.e. investigative interview with (*employee*), (*title*), (*band*) on (*date*) within (venue). Return date for notes was XXX. Notes were **EITHER:** returned on XX **OR** not returned.

**2.4 Findings**

The findings of the investigation are based on accounts provided at investigatory interviews; statements and any other documentation relevant to the investigation. The findings should include all of the main points relevant to the investigation and allegation/s that were gathered via the aforementioned methods.

When writing up the findings try to set the scene and tell the story in a logical format in order that the recipient of the report can fully understand what happened.

Outline the main facts presented and considered at the investigatory meetings, including any mitigating factors which were put forward.

Provide a summary of the response from the employee regarding the allegations raised against them and any mitigating factors.

***Example***

|  |
| --- |
| **Point 1 – Allegations of Bullying** |
| **Specific Examples** | **Findings** |
| Give details of allegation/s made | Detail findings and whether there is evidence to support this allegation or not. |
| **Point 2 – Allegations of Victimisation** |
| **Specific Examples** | **Findings** |
| Give details of allegation/s made | Detail findings and whether there is evidence to support this allegation or not. |

 **2.5 Summary / Conclusion**

Summarise the findings from the investigation making reference to witness statements, factual evidence and whether there is evidence to support or negate the allegations etc.

Only refer to information which has already been mentioned in the earlier sections to this report, no new information.

Detail relevant sections from the policy that respondent/s may have breached/not adhered to.

Conclude whether there is or is not a case to answer supported by these findings.

**2.6 Recommendations**

The Dignity at Work policy states that one of the following recommendations should be made:

* No evidence of bullying found, no interventions recommended;
* No evidence of bullying found, however the matter requires consideration for a suitable development intervention such as training, mentoring or coaching;
* Evidence supports allegations of bullying

If there is evidence to substantiate the allegations the investigating officer would make the recommendation that the matter should be referred for consideration at a disciplinary hearing. It is not the role of the investigating officers to give their opinion on disciplinary sanctions however they can recommend the case is considered further at a disciplinary hearing, if they feel this is required **i.e.**

# *It is recommended this matter should now be considered at a formal disciplinary hearing in accordance with the NHS GG&C Disciplinary Policy and Procedure.*

If the investigating officer does not make the recommendation to refer for consideration at a disciplinary hearing, they may wish to make recommendations to the commissioning manager with regards to next steps, whether this is no further action, some form of supported improvement, or other.

**3. APPENDICES**

List all documents referred to in the Report, e.g.

1. Dignity at Work Complaint Notification Form
2. Witness Statements
3. Investigation Notes
4. Any other relevant documentation
5. Policies used
6. Complainant’s Comments on JIP Report
7. Respondent’s Comments on JIP Report

The above are examples of appendices that should be in a Joint Investigatory Report. Additional appendices may be included as required.