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

**Request to Initiate HR Support**

**Completed form should be sent to** [**HR.Support@ggc.scot.nhs.uk**](mailto:HR.Support@ggc.scot.nhs.uk)

**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 employees involved or witness to the incident/s.

**Complaints from other staff members**

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

**Communication**

An employee subject to investigation must be informed by the Investigating Initiation 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 meeting informing employee of investigation. |  |
| Date investigation initiation letter sent. |  |
| Date suspended from duty if applicable. |  |

**Employee Details**

|  |  |
| --- | --- |
| Name of Employee |  |
| Payroll Number |  |
| Job Title & Band |  |
| Department & Location |  |
| Investigation Initiation Manager |  |
| Contact details |  |
| Job Title |  |
| Investigating Manager |  |
| Job Title |  |
| Contact details |  |

|  |  |
| --- | --- |
| **Investigation Information** | |
| Allegation/s or employees concern in relation to Grievance | Detail the specific allegation/s the employee is being asked to respond to. This should include date and location the allegation/s took place.  *It is alleged...* |
| 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,* |
| Timescales | Investigation Start Date:  Planned Completion Date: |
| 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 Investigation Initiation Manager*  Date: |