## PART 5.1.2 ANNEX 4

## **INVESTIGATION PROCEDURE**

This procedure sets out the actions, roles and responsibilities of the Investigating Officer and Monitoring Officer when undertaking an investigation into a complaint under the Code of Conduct for Councillors.

More detailed information in relation to the investigation process is set out in the standards complaints procedure

 The MO will instruct an independent Investigating Officer (IO) providing them will all relevant background information including the alleged breaches of the code of conduct.

## 2. The IO shall:

- Acknowledge receipt
- Check whether further information or evidence is required from the complainant or another party;
- Agree an investigation plan together with a timeframe for the investigation to be completed with the MO Contact and liaise with interested parties and keep the MO updated as to progress
  - 3. The IO shall then:
  - Interview any complainant(s)/witnesses and obtain any further evidence as necessary
  - Once all evidence has been gathered the Councillor complained of will be given an opportunity to respond to the allegations against them.

The Investigating Officer will submit a draft report to the MO for consideration. The report must contain:

- The agreed facts;
- The facts not agreed & corresponding conflicting evidence; and
- A conclusion as to whether there is a breach of the code of not with reasons.

The MO can either accept the report or ask the Investigating Officer to reconsider the content and or conclusions.

The IO will then circulate the draft report confidentially to the parties for comment

The final report will be provided by the MO to any parties.