

Investigation Procedure – information for investigating officer

You should maintain a written record to demonstrate what information was considered at the start of each investigation and plan how you intend to carry out the investigation. As set out in the boxes below, your report should identify the paragraphs of the code that may have been breached, the facts you need to determine to establish whether there was a breach, the evidence you will need, how you plan to gather the evidence and how long it will take to conclude your investigation. Remember there is no provision in the Localism Act 2011 compelling Members or witnesses to co-operate with your investigation.

A written Investigation Report will need to be prepared for consideration by the Council's Monitoring Officer.

