## 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.

On receipt of instructions to carry out an investigation from the MO/ ensure sufficient detail is received to commence an investigation

Acknowledge receipt within 5 working days

## Identify:

- Whether further information from the complainant is required.
- What paragraphs of the code are alleged to have been breached.
- The facts which need to be determined to establish if the member may have. breached the code.
- The evidence you need to determine the issues.
- How you plan to gather the evidence.
- How long it is likely to take to undertake the investigation.

