**Strictly Private and Confidential**

**NHSScotland Workforce Policies Investigation Report**

<details of employee under investigation

First Name / Surname

Job Title

Department>

Date Started: DD/MM/YYYY

Date Completed: DD/MM/YYYY

Date Report Submitted: DD/MM/YYYY

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# **1. Introduction**

<First name and surname of employee > was investigated under the terms of the Once for Scotland Workforce Policy Investigation Process.

Those appointed to conduct the investigation were:

* <Insert name and job title of Investigation Manager>

<Insert department of Investigation Manager>

* <Insert first name and surname of HR Support and job title>

# **2. Remit**

The investigation was initiated to consider the following:

<insert detail of allegations, grievance, bullying and harassment concerns etc.>

# **3. Methodology**

Relevant information and witness evidence was gathered to establish the facts and to support recommendations.

The investigation included interviews with the following people:

* <Insert first name, surname and job title>
* <Insert first name, surname and job title>
* <Insert first name, surname and job title>

Further documentation gathered during the investigation included:

* Supporting Evidence Document e.g. redacted patient records, eMails, screen shots, absence report;
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* Supporting Evidence Document e.g. redacted patient records, eMails, screen shots, absence report.

# **4. Evidence**

## **4.1 Witness interviews**

Below is a summary of the main points from each interview:

<Insert first name, surname and job title>(see Appendices x and x)

<Summary of main points related to the investigation remit (including any contradictory evidence) >

<Insert first name, surname and job title>(see Appendices x and x)

<Summary of main points related to the investigation remit (including any contradictory evidence) >

<Insert first name, surname and job title> (see Appendices x and x)

<Summary of main points related to the investigation remit (including any contradictory evidence) >

**4.2 Interview with** <Insert first name, surname and job title of person under investigation> (see Appendices x and x)

Below is a summary of the main points:

<Summary of main points related to the investigation remit (including any contradictory evidence) >

## **4.3 Documentary evidence**

Below is a summary of the main points from the documentary evidence gathered:

#### Document(See Appendix x)

<Summary of main points related to the investigation remit (including any contradictory evidence) >

#### Document(See Appendix x)

* <Summary of main points related to the investigation remit (including any contradictory evidence) >

# **5. Mitigation**

Below is a summary of mitigation offered or identified during the investigation:

<Summary of main points from interview with employee under investigation, witnesses or documentary evidence such as Occupational Health reports.>

# **6. Findings in fact**

Based on the interviews conducted and the documentary evidence, the following finding(s) in fact were reached:

<Insert findings relating to each point within the remit>

**7. Recommendations**

On the basis of the above findings, it is recommended that

<no further action is taken as the allegations are not upheld.>

or

<the following learning outcomes have been identified and should be supported by the manager under the early resolution stage of the Once for Scotland Capability Policy:>

or

<the following learning outcomes have been identified and should be supported by the manager under Stage ? of the Once for Scotland Capability Policy.>(to be used in more serious cases)

or

<the case is referred to a formal hearing under the Conduct or Grievance policy.>

<Insert Investigation Manager’s Name>

<Investigation Manager’s Job Title>

<Date DD/MM/YYYY>

**8. Appendices**

1. **Witness 1 - Statement**
2. **Witness 1 - Investigation Note**
3. **Witness 2 – Statement**
4. **Witness 2 - Investigation Note**
5. **Employee under investigation – Statement**
6. **Employee under investigation - Investigation note**
7. **Documentary Evidence**
8. **Documentary Evidence**