

## APPENDIX 1

### INVESTIGATION ARRANGEMENTS

All allegations should also be passed to the **HR Manager**, Monitoring Officer, and the Group Auditor irrespective of who was contacted in the first instance.

All allegations to be investigated by the Council's Internal Audit Unit (**currently provided by the South West Audit Partnership**). The Monitoring Officer will advise on the legal implications and the **HR Manager** will:

- (a) Arrange support and counselling for the employee who reported the concern
- (b) Advise on any necessary disciplinary action.

The Audit investigation will adopt the following good practice points: -

- Deal promptly with the allegation or concern;
- Contact the Police and other agencies as appropriate at an early stage and keep them and the employee who reported the concern informed of progress;
- Prepare a background or objectives statement; consider the likely outcome, i.e. prosecution and/or internal disciplinary action;
- Record all evidence received, ensure that it is sound, adequately supported and kept secure;
- Notify the Council's insurers where appropriate;
- Notify and liaise with the Human Resources Manager;
- Identify actions required, systems weaknesses and lessons learnt.