

Investigation Meetings – Guidance for colleagues

We understand that being invited to a formal meeting can feel unsettling or stressful. This guidance is here to help you feel informed, supported, and prepared for the process ahead.

Before the Meeting:

- You are welcome to be accompanied by a colleague, a Report and Support Officer (where the matter relates to allegations of sexual misconduct), or a Trade Union representative. Your People Partner can help signpost you if you're unsure who to approach. Please note that your companion must not have any other involvement/conflict of interest related to the investigation.
- If you have documents or evidence that you believe are important, please gather these in advance of the meeting. It's often helpful for the Investigating Officer to have sight of these prior to the meeting, so they are able to clarify context with you at the meeting. You can send them to the Investigating Officer directly, copying in the People Partner, or to the People Partner, who will ensure they're passed on to the Investigating Officer.
- If you're feeling worried or unsure ahead of the meeting, the People Partner named on your invite letter is available to talk things through with you and provide clarification on any areas you wish to discuss.
- If you are attending as a respondent, you'll have the opportunity to respond to the allegation(s) during the meeting. You can also share any context or mitigating information. Preparing some notes in advance can help you feel more confident and ensure you cover everything you want to say.

During the Meeting:

- The Investigating Officer will lead the meeting and is there to ensure your voice is heard and that the process is fair and respectful.
- If you're accompanied, your companion is there to support you. While they won't be able to speak on your behalf, they can ask questions, contribute to the discussion, or read a prepared statement if you wish.
- The People Partner is there to provide advice on the procedure to be followed.
- At the start of the meeting, the Investigating Officer will:
 - Introduce everyone present and explain their roles
 - Confirm your right to be accompanied
 - Ensure you've received all relevant documents
 - Remind everyone of the need for confidentiality
 - Let you know that notes will be taken and shared with you



- The meeting will begin with questions from the Investigating Officer to help gather facts and context. You'll then have the opportunity to respond and share your perspective.

After the Meeting

- You'll receive a copy of the meeting notes to review. These will be included in the investigation report and may be shared with others involved in any subsequent formal processes.
- If you disagree with the notes, you can suggest changes using tracked changes. While factual content cannot be removed, your comments and clarifications will be recorded.
- Your notes will be appended to the report, and along with other information compiled by the Investigating Officer, will contribute to the Investigating Officer's conclusions as to whether there is a case to answer.
- Once completed, the investigation report will be sent to the Head of Department to determine what steps should be taken (if any), and you will receive notification of any decisions made.

