**INVESTIGATION BRIEF**

**(To be completed by Nominated Officer)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominated Officer:** |  | | |
| **Investigating Officer:** |  | | |
| **Allegation Against:** |  | | |
| **Date Complaint Received:** |  | **Target Date for Completion of Investigation:** |  |

**Summary of Complaint/Allegation**

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| --- |
| For example this may include key details drawn from the Bullying and Harassment Formal Complaint Form: |

**Action Taken Pending Investigation:**

|  |  |  |
| --- | --- | --- |
| **Action** | **Tick if Appropriate** | **Date Action Taken** |
| Suspension | Yes No |  |
| Risk Assessment (where PVG is relevant) | Yes No |  |
| Removal from regulated work | Yes No |  |
| Temporary Transfer | Yes No |  |

**Initial Contact with Human Resources:**

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| --- | --- |
| Name of HR Adviser | Date Contact Made |
|  |  |

**Notification of Trade Union Representative (if appropriate):**

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| Name of TU Representative |
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