



Investigations: The essentials

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Workshop objectives

What we will cover

- **planning an investigation**
- **interviewing**
- **dealing with comments on a draft report**

Planning an investigation

- What is the allegation/what am I investigating?
- What is needed to establish the facts?
- What are the timescales involved?
- What resources will you need to complete the investigation?

Case study: Investigation planning

Interviewing

- interviewing methods (face to face, telephone or not at all)
- preparation/questioning
- disclosure
- recording

Case study: Interviewing

Draft reports

- Dealing with comments on draft reports.
- How to separate the wheat from the chaff.

What to respond to and why?

- Extensions to deadlines.
- No impact on report but addressed through reasons of courtesy or better understanding of the process.
- Comments on veracity of evidence.
- Comments on matters that parties feel to be relevance but you do not feel are material to the matters that the investigation relates to.

Issuing a draft report

Case study: Dealing with comments on a draft report

Any questions?

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