

## **Investigations: The essentials**

### **Planning an investigation**

#### **a) The scenario**

The attached letter is an allegation that has been received and referred to you for investigation at the local level. All of the matters contained within the allegation letter have been referred for investigation.

Unfortunately, resources are scarce and your deputy monitoring officer has recently left, meaning that you personally will need to undertake the investigation.

#### **b) The task**

Using the Investigation Plan template provided, please plan the investigation in line with the headings set out in the form. Given the time available you may use bullet points.

You have 15 minutes to complete the exercise. You may do them individually or one per table if you wish.

Henry District Council  
76 Soho Square  
Henry  
North Wessex  
YT11 7RE

Dear Sir,

**Complaint against Cllr Steve McClaren – Member of Henry District Council**

I write to complain about the actions and behaviour of Cllr McClaren at a number of meetings of the Planning Committee and a meeting of the Henry Strategic Regeneration Board.

At a meeting of the Planning Committee held on 8 May 2007, a planning application was considered for the site of Wembley Business Centre.

Councillor McClaren lives approximately 200 metres from the site of the new development. I also have evidence that Mr McClaren is a friend of Mr Eriksson. Mr Eriksson owns the Trafford Business, which is located close to the proposed Business Centre. Cllr McClaren is a member of the committee and he did not declare an interest in the planning application. He spoke and voted against the development.

In June 2007, Cllr McClaren attended a meeting of the Henry Strategic Regeneration Board. At the conclusion of the meeting, when there were around 20 people exiting the hall, I witnessed an argument between Cllr McClaren and Cllr Mourinho. I heard Cllr McClaren call Cllr Mourinho an “incompetent fool”.

There was then an argument between the two and I saw Cllr McClaren grab him by the neck. At that point, a number of people intervened and Cllr McClaren was ushered away. Such conduct is very unbecoming of any elected official and should be punished in the strongest possible terms.

Yours sincerely,

Martin Jol

## Investigation Plan – Case No.

**Date received by MO:**

**Date referred to Investigator:**

**SBE no:**

**Complainant:**

**Subject member:**

**Authority:**

**Investigator:**

**Linked cases** (any closed case links relevant to investigation, current open linked cases – assessment of impact on this case (e.g. 10 members, secure allegation IP))

## 1. Case Analysis

<b>Behaviour alleged (one sheet per allegation)</b>	
<b>Code paragraphs</b>	
<b>Issues for determination</b>	
<b>Evidence required</b>	
<b>Evidence obtained</b>	

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**2. Potential 59(1)(b) / Conduct not referred for an investigation that may indicate a failure to comply / referral back to SBE**

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**3. Other matters / Initial thinking**

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**4. Resources needed and timescales**

**Target date for draft report issue.....**

**Target date for final report issue .....**

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**Signed off by MO**

\_\_\_\_\_ *(signature)*

**Date**

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