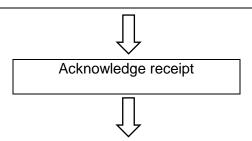
INVESTIGATION PROCEDURE

Receive instructions to carry out an investigation from the Monitoring Officer

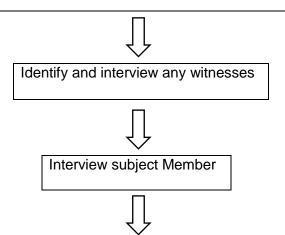


Identify:

- Whether further information from the complainant is required
- What paragraphs of the code are alleged to have been breached
- The facts which need to be determined to establish if the member has breached the code
- The evidence needed to determine the issues
- How you plan to gather the evidence
- How long it is likely to take to complete the investigation



- Contact complainant & request any supporting or further documentary evidence
- Contact subject Member with details of the complaint & seek explanation



Draft report and submit to MO for consideration. Report to contain:

- Agreed facts
- Facts not agreed & corresponding conflicting evidence
- Conclusion as to whether there is a breach of the code of not



MO either accepts report or asks for report to be reconsidered