

Reference:	FOI.13091.23
Subject:	Disciplinary Policy
Date of Request:	9 November 2023

Requested:

Section 10.5 of the policy allows for the appointment of an external Investigating Officer in exceptional circumstances.

Is it your understanding and approach that any such exceptional external IO appointment should be agreed with the Employee or their Staff Side Representative **before** that external appointment is made?

Response:

The Workforce and Organisational Development Lead and Disciplining Officer appoint an internal Investigating Officer (IO). The appointment is based on the complexity of the matter and the availability of internal Investigating Officers. Each case is considered on its own merit and a rationale provided for why such an appointment is appropriate.

Should there be any potential conflict, then an employee can raise this with the Workforce and Organisational Development Lead and/or the Disciplining Officer, who would consider the circumstances and appropriateness of proceeding before engaging the IO to commence work.