

Template terms of reference (to commission an investigation)

Name of Decision Maker	
Contact email	
Contact telephone no.	

What policy are you commissioning an investigation for?			
Discipline		Dispute Resolution	

IF DISCIPLINE

Name of subject of the investigation	
Contact email	
Contact telephone no.	

IF DISPUTE RESOLUTION

Name of employee raising dispute	
Contact email	
Contact telephone no.	
Name of subject of the dispute	
Contact email	
Contact telephone no.	

FOR ALL INVESTIGATIONS

SCOPE: What is the scope of the investigation? E.g. Nature of the complaint, alleged incidents/events, potential level of misconduct (discipline only).
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POTENTIAL WITNESSES: Please give details of anyone who you are aware of who may be a potential witness? Please provide name and contact email address.

OTHER INFORMATION: Is there any other information that you are aware of that the investigator may find useful? e.g. other investigations ongoing/already concluded, issues of working practice or custom. [Note – do not include anything that may seek to influence the outcome of the investigation or the decision made]

EVIDENCE: Please list and attach any documentary evidence currently available

Date of completion of commission:	
Signature	

Subsequent matters arising: (For completion by decision maker if further issues arise during the investigation, or if the decision manager believes there are gaps after the investigation is completed. Please provide the date for any additions.)

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