



Local Government Training Group

CONDUCTING A FORMAL INVESTIGATION

This one-day seminar will be beneficial to anyone who may be requested to carry out a formal investigation. It will provide best practice guidance on a procedure for conducting an investigation, and will address the nature of formal investigations that may be conducted to seek resolution to any of the following:

(1) A complaint of harassment **(2)** A disciplinary issue **(3)** A grievance matter

TRAINER: Harry McConnell

COURSE CONTENT:

Formal Investigations – what the law requires

- need for a full investigation
- prompt investigation
- reasonableness of investigation
- standards of proof
- witnesses
- criminal proceedings pending
- natural justice
- avoiding bias
- representation
- more than one suspect
- suspension pending investigation
- LRA Code of Practice
- Human Rights Act
- Data Protection Act

Harassment Formal Investigations

Problem Scenario