

# Conducting an effective investigation

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# Overview

- Framework of the investigation
- Key components of a good investigation
- Your experience

# Framework

- References under Section 60(2)
- Timeframes
- Extending investigation
- Burden of proof
- Impact of Human Rights Act on the investigation
- Directions
- Referring back to ethical standards officer

# The investigation

- Plan the investigation
- Establish the facts
- Evaluate – and reinvestigate if necessary
- Report the conclusion

# The investigation plan

- What is the allegation?
- What do you need to know to establish a breach?
- Where will you get the information?
- Timeframe
- Resources

# Evidence

Information by which facts tend to be proved or disproved.

- Oral
- Witness of fact
- Expert evidence
- Real
- Documentary

- Photographic
- Circumstantial
- Interviews

# Interviews

- Types of interview
- Identify essential interviews
- What order?
- Preparation
- Ensure interview is fair and not oppressive
- Recording



# Evaluation

- Identify gaps in evidence
- Can you reach a conclusion?
- What should be included?
- Standard of proof required?
- Draft report – comments
- Disclosure
- Previous cases – Adjudication Panel decisions, case summaries, *The Case Review*

# Report checklist

- Introduction
- Summary
- Facts
- Reasoning
- Finding

# Final thoughts

- Clarity
- Communication
- Control

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