

Guidance Document 1

Definition of Roles

The Line Manager

The Line Manager will normally be the direct line manager of the Member Of Staff Under Investigation unless there is a conflict of interest for example, they are a witness, or they are the subject of a grievance or bullying and harassment claim.

Investigating Officer

The Investigating Officer is the person who plans and conducts the investigation under this Procedure to establish the facts of the case.

Commissioning Officer

The Commissioning Officer has responsibility for overseeing the investigation process and defining the terms of an investigation for the Investigation Officer. The Commissioning Officer could be a group of individual (for example if the Fraud Policy is being used) The Commissioning Officer can also hear the case should it proceed to a disciplinary hearing. Therefore, the Commissioning Officer can have a dual role as Commissioning Officer and Hearing Officer.

Hearing Officer

The Hearing Officer will chair the hearing if one is required. Their role is to consider the evidence and decide if a disciplinary penalty should be applied or not

Appeal Hearing Officer

The Appeal Hearing Officer should not have previously been involved in the disciplinary case. Their role is to consider evidence presented at the appeal hearing and decide if the appeal is upheld, partially upheld or not upheld.

Human Resources Representatives - HRR

All investigations will be undertaken with the support of a representative of the Human Resources team.

Member of Staff Under Investigation

Refers to the member of staff who is the subject of the investigation.

Complainant (this may overlap with the Grievance Procedure where this term is more commonly used)

Refers to the member of staff who has raised a complaint of concern that can't be dealt with informally and requires an investigation under this Procedure.

Witness

Witnesses might be required to participate in an investigation to provide important evidence that might help determine the outcome of an investigation.

Accompanying Trade Union Representative or Colleague

Their role is to support those involved in the process and assist them in preparing for meetings and presenting information to the Investigating Officer or Appeal Hearing Officer.