

Notes of meeting with [insert name]

Date:

Present:

Location:

The matters under discussion are to be kept confidential and must not be discussed with other members of staff or with anyone outside of the organisation.

Following this investigation, depending on what happens and without pre-judging any outcome, it is possible that these notes could be used as part of another formal process e.g. the organisation's disciplinary/grievance process. There may therefore be circumstances where others may see your notes if this is necessary in connection with a further process.

I may also need to refer to comments made by you in this interview in conversation with others as part of the investigation for the purposes of ascertaining further information and/or determining factual accuracies.

The interview will conclude with an opportunity for you to clarify, emphasise or add to any matters that have been discussed or that you want to discuss.

You should draw to my attention to information that you believe to be relevant.

You should be honest and truthful in your responses.

Your responses will be summarised in notes of our meeting and you will be given a copy of these notes in due course and will have an opportunity to make any necessary factual additions and/or corrections before being asked to sign it as a true and accurate record of the investigatory meeting.