

## PRIVATE & CONFIDENTIAL

Following our telephone conversation I am writing to confirm that in accordance with the Authority's Disciplinary policy and procedure you have been invited to attend a meeting on xxxxxx at xxxx pm in xxxxxxxx (Venue) to assist us, as a witness, with an investigation into allegations relating to breaches to financial procedure/contract procedure rules.

I understand that you may have useful information concerning this matter, that could assist me with my investigation.

Please note that this meeting is entirely a fact finding exercise and it is not your conduct that is under investigation. The Authority has not yet determined whether or not it is appropriate for formal disciplinary proceedings to be taken against (name of employee). This decision will be made only once a thorough investigation has been concluded.

In attendance at the meeting will be myself as the investigating officer. Please could you bring with you any information or documentation that might be of assistance to the investigation. You should be aware that if the allegations are substantiated, the notes of this meeting may be used as part of any formal action that may occur and you may be called as a witness.

As this matter is currently under investigation, please keep the reason for this meeting and any discussions that take place confidential and do not discuss it with your colleagues. Any breach of confidentiality could prejudice the investigation and will be treated very seriously. If a breach is found to have occurred, it could lead to disciplinary action being taken against the person concerned.

The Authority treats personal data collected during the disciplinary procedure in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our employee privacy notice.

I will be happy to hold the meeting in Welsh or English could you please inform me of your preferred language in order that the appropriate arrangements can be made. If there are any other factors you believe may influence the arrangements of the meeting, please let me know as soon as possible.

Please contact me should you require further clarification in respect of this matter.