Investigation report: suggested headings

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| ****Executive summary**** |
| ****Terms of Reference**** |
| ****Background**** |
| ****Investigation summary/methodology****  *Decision on who to interview, the list of interviews conducted, and documents examined.* |
| ****Allegations**** *For each allegation, include the following sub-headings and provide details:*   1. *Summary of evidence* 2. *Analysis of evidence* 3. *Findings and reasons* |
| Summary of ****findings**** |
| Recommendations *(Insert if relevant)* |
| Attachments  *Attachments, including all documents relied on by you and any relevant policies and procedures, should be indexed and numbered in the order they are referred to in the investigation report (e.g. ‘Attachment 1’), and attached.* |