

Confidential Reporting Code Form

This form should be completed by the person initially raising the concern and/or the manager to whom the concern was raised.

Complainant details		
Name		
Job title		
School		
Contact details	Telephone	
	Email	
Relationship with subject of allegation e.g. manager, colleague, none		

Summary of concerns

Please include details of the issue including names, job titles, dates, timescales etc.

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Complainant details			
Signature		Date	

Manager receiving complaint			
Name			
Job title			
School			
Contact details	Telephone		
	Email		
Relationship with subject of allegation e.g. manager, colleague, none			

Additional information
Include detail of any information obtained from person raising the concern to help clarify the nature of the concern, if applicable.

Manager details			
Signature		Date	

The completed form should be forwarded to:

- HR Advice and Support - hradvice@durham.gov.uk
- Chief Internal Auditor and Corporate Fraud Manager - corporatefraudteam@durham.gov.uk