

private & confidential

Councillor Anita MacDonald
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**84, Haslemere Avenue
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your ref

date
21st July 2011

Dear Councillor MacDonald

Code of Conduct – Complaint by Councillor Janet Duncan

I write further to Raj Alagh's letter of 19th July 2011 and Councillor Duncan's allegation that you have failed to comply with the London Borough of Hillingdon's Code of Conduct.

I have been appointed by Raj Alagh, the Monitoring Officer, to investigate the allegations which have been made about your conduct. I would like to assure you that although the Assessment Sub-Committee has referred the allegation for investigation, the Standards Committee has formed no view on the matters set out in the allegation. The investigation will enable the Standards Committee to reach a conclusion on whether there has been any failure to comply with the London Borough of Hillingdon's Code of Conduct. Part of the investigation will include seeking information and documentation from you and other people, where relevant.

I enclose a copy of the documents which make up the allegation made against you. You may disclose these documents to your solicitor or other representative, should you choose to appoint one, for the purposes of seeking advice in relation to this investigation. The documents should not be disclosed to anyone else.

Please provide the following information in writing by Thursday 4th August 2011, in order that I can progress the investigation:

- any documentation you believe may be relevant to the matter
- any witnesses other than the complainant you believe I should interview
- any other relevant information

You are welcome to provide me with your initial response to the allegation should you wish to do so at this point.

I hope to complete the investigation within six weeks of the date of this letter. In order to assist in the progress of the investigation could you please let me know of

any periods of time, such as holidays, when you will not be available?

I want to keep you informed of the progress of the investigation. However, I am aware that some people would prefer to be contacted only when there are substantive developments, while others will want to be updated more regularly. If you would prefer to be updated on progress at monthly intervals please contact me to confirm this and I will endeavour to accommodate your wishes.

If you have any queries I can be contacted directly on the above telephone numbers or by e-mailing.

Yours sincerely,

A handwritten signature in black ink that reads "Tim Revell" followed by a stylized flourish.

Tim Revell
Investigator