

private & confidential

Councillor Janet Duncan
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your ref

date
21st July 2011

Dear Councillor Duncan

Code of Conduct – Complaint against Councillor Anita MacDonald

I write further to Raj Alagh's letter of 10th July 2011 and your allegation that Councillor MacDonald has 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 you have made about Councillor MacDonald's conduct. I would like to confirm 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 contain the allegations made. You may disclose the documents which make up the allegation against Councillor MacDonald 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

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 two vertical lines.

Tim Revell
Investigator