

*private & confidential*

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**your ref**

**date**  
August 2011

Dear Councillor

**Code of Conduct – Complaint against Councillor Anita MacDonald**

Following our telephone conversation earlier today I am writing to confirm our interview arrangements for ..... August 2011 at ..... at Hillingdon Civic Centre and to give you some additional information.

The interview will be conducted under the powers given to me under the Local Government Act 2000.

I will be taking notes and may be recording our conversation. If I wish to record the interview I will ask you to give your consent beforehand. If I rely on information gained during this interview in a report, I will send you a copy of the record and give you an opportunity to comment on it. If I do not send you a copy of the interview record, you may request it. It is possible that what you say at interview may be disclosed and you might be called as a witness.

Please inform me in advance if you will be accompanied and if so by whom. You may have a friend or adviser with you during the interview. However, the person who accompanies you should not be a member of the standards committee, a council officer or a potential witness.

I estimate that the interview will take no more than one hour.

I anticipate that the following documents may be required during the interview:

- Complaint and supporting documents considered by Assessment Sub-Committee on 14<sup>th</sup> July 2011

It is important that you have copies of these documents with you, as they may be needed during the interview. It is also important that you have copies of any other relevant documents with you, as they may also be needed during the interview.

When the investigation is finished, I will report to the standards committee. The standards committee will decide whether there has been a breach of the Code and what action should be taken including whether to refer the matter to the First Tier Tribunal (Local Government Standards in England).

I must also ask that you treat any information provided to you during the course of this investigation as confidential. In addition, there are statutory restrictions on the disclosure of information obtained by the monitoring officer. This is covered by Section 63 of the Local Government Act 2000 and disclosure of information contrary to this is a criminal offence. Anyone who accompanies you to your interview should also be made aware of the restrictions on disclosure of information.

If you have any queries prior to the interview, please do not hesitate to contact me on the above telephone numbers or by email.

Yours sincerely

Tim Revell  
Investigator