



Date:

To:

Re: [insert member's name] - Invitation to Fact Finding Interview

I understand that you have written to [insert name] on [date] inviting [him/her/them] to attend a fact finding interview regarding a loss of [amount] that occurred on [date of loss].

As you will be aware, the correct procedure to deal with such losses is the Losses and Gains Procedure, which is not only agreed with the CWU; it is also contractual, being part of the Crown Office Staffing Agreement (COSA). Please find enclosed a copy of the Losses & Gains Procedure for your reference.

Martin Rouse, former Regional Manager, committed at a recent meeting with the Union to ensuring that all managers use the collectively agreed Losses and Gains Procedure as **"their first port of call"**. As fact finding interviews are not part of the Losses & Gains Procedure, and are a tool proper to the Conduct Code, it would appear that you are incorrectly using the Conduct Code.

I must make it clear that on behalf of our member I fundamentally object to the inappropriate use of the Conduct Code instead of the agreed Losses & Gains Procedure and would therefore urge you to reconsider the path that you are taking. I would be grateful if you could confirm as a matter of urgency that you will be cancelling the interview and instead, that the Losses & Gains Procedure will be used.

If, despite this letter, you go ahead with the fact finding interview please note that I will be supporting our member throughout this matter including any necessary Appeal. I will naturally be attending the Fact Finding where I will make it clear that you are acting outside of the agreed procedures. Furthermore I will be encouraging our member to lodge a formal grievance against the inappropriate use of the Conduct Code.

In view of the above, I look forward to your confirmation that the fact finding interview will not go ahead.

Yours sincerely

[Name]
[Position]

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