**Appendix 5**



**PIPOT Closure Form**

To be used on the conclusion of any active investigations associated with a PIPOT

If held on a virtual basis – the panel members must provide their recommendation and rationale. This will then be collated and documented on an overarching form considering all responses

If an MS Teams / Face to Face meeting is held this document will capture the panel discussion

|  |  |
| --- | --- |
| Start Date |  |
| CASE IDENTIFIER: |  |
| BRIEF DETAILS: |  |

# OUTCOME OF INVESTIGATION (HR / POLICE / SAFEGUARDING)

Use this section to record the outcome of any investigation conclusions for the panel to consider in respect of the next steps required

|  |  |
| --- | --- |
| HR |  |
| Police |  |
| Safeguarding Concern |  |

**Outcome of PIPOT**

Please provide the recommendation for the outcome of the PIPOT and the rationale

|  |  |
| --- | --- |
| Substantiated |  |
| Unsubstantiated |  |
| Malicious |  |
| Reason for recommendation | |

Action checklist (as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| No further action |  |  |  |
| Referral to Professional body |  |  |  |
| Referral to DBS |  |  |  |
| Action plan in place (inc. informal / support requirements) |  |  |  |
| Performance Responsibility Framework |  |  |  |
| Informing involved partner agencies |  |  |  |
| Additional training requirement |  |  |  |
| Duty of Candour |  |  |  |
| Has the IR1 incident report been reviewed and closed? |  |  |  |

**Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Person responsible | Deadline | RAG rating |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |