

# Professional Conduct Procedure

## PR6 - Investigation and Assessment Committee (IAC) Interview

In exceptional circumstances the Investigation and Assessment Committee (IAC) might interview the parties involved in a complaint. Interviews should only be conducted when it is not possible to get further information by any other means, such as a written request.

The IAC must inform the parties where it decides to interview and explain its reasons for requesting an interview.

Parties must be interviewed separately. Each interviewee can request that a friend or representative are present for the interview as support, but all questions need to be answered by the interviewee.

At the start of an interview, the Chair of the IAC will outline the purpose of the interview, including the IAC's reasons for requesting an interview.

The purpose of the interview is to seek further information, or clarification, about the substance of the complaint and to assist the IAC in deciding if there is a case to answer. The IAC is not concerned about whether an allegation is proven.

Following the interview, the IAC will prepare a written report of the interview to be appended to its decision as to whether or not there is a case to answer. The report should also summarise why the interview took place and why the information could not have been obtained by other means.

In line with paragraph 9.5 of the Professional Conduct Procedure, all interviews will be recorded, and a transcript of the interview will be made available to both parties. Each party is also entitled to a copy of the recording upon their written request.