

# Confidential Reporting Code Form

This form should be completed by the person initially raising the concern and/or the manager to whom the concern was raised.

<b>Complainant details</b>		
<b>Name</b>		
<b>Job title</b>		
<b>School</b>		
<b>Contact details</b>	Telephone	
	Email	
<b>Relationship with subject of allegation</b> e.g. manager, colleague, none		

## **Summary of concerns**

Please include details of the issue including names, job titles, dates, timescales etc.

**Complainant details**

Signature		Date	
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**Manager receiving complaint**

Name			
Job title			
School			
<b>Contact details</b>	Telephone		
	Email		
<b>Relationship with subject of allegation</b> e.g. manager, colleague, none			

**Additional information**

Include detail of any information obtained from person raising the concern to help clarify the nature of the concern, if applicable.

**Manager details**

Signature		Date	
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The completed form should be forwarded to:

- HR Advice and Support - [hradvice@durham.gov.uk](mailto:hradvice@durham.gov.uk)
- Chief Internal Auditor and Corporate Fraud Manager - [corporatefraudteam@durham.gov.uk](mailto:corporatefraudteam@durham.gov.uk)