

## Private and Confidential

### A - Confidential Reporting Code Form

**To be completed by the person initially raising the concern and/or the manager to whom the concern was raised.**

Name of person raising concern: (may be anonymous)	
Job title:	
Service grouping:	
Contact details:	Tel:  Place of work or home address:  Email:
Relationship with subject of allegations (for example manager, colleague, none, etc.)	

**Brief outline of nature of concern and dates.**  
(Please outline nature of concern providing details of suspected wrong doing including name(s), job title(s), date(s), timescale(s), place and other relevant information).

**Please use additional sheets if necessary**

**Declaration (may be anonymous)**

Signature:  
(of person raising initial  
concern)

\_\_\_\_\_

Please print name:

\_\_\_\_\_

Date:

\_\_\_\_\_

**To be completed by the manager to whom the concern was raised:**

Name:

\_\_\_\_\_

Job title:

\_\_\_\_\_

Service grouping:

\_\_\_\_\_

Contact details

Tel:  
  
Place of work:  
  
Email:

Relationship with subject of allegations (for  
example manager, colleague, none, etc.)

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

Signature:  
(of person to whom  
complaint is raised)

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Please print name:

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Date:

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**The completed form should be forwarded by email to:  
Paul Bradley, Chief Internal Auditor and Corporate Fraud Manager,  
email: [paul.bradley@durham.gov.uk](mailto:paul.bradley@durham.gov.uk)  
(tel: 03000 269 645)**