

**Introductory text read at the outset of each interview**

*'My role is as an LGA Senior Associate commissioned by the Council to conduct an independent initial investigation of senior management actions in respect of the findings of the Report in the Public Interest by the external auditors to help the Council to assess what, if any, formal action is required to be taken under any relevant process.*

*I will be taking a note of the key points that emerge from our discussion today and will let you have a draft note for comment and, if appropriate, correction. I will then produce a final version of the note which will then be an agreed record of our discussion. The agreed record may be used in any subsequent process.*

*The Council has confirmed that my report will be in the public domain so any relevant views or comments expressed by you may be included in my report and attributable to you. If you would prefer any views or comments to be anonymous I will endeavour to ensure that is the case but it may be impossible to effectively mask the source of any such views or comments.'*