

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Officer	Lead	Clair Hepburn (Director – People, Performance and Change)
Recommendation		Recommendation 3 - 6.52, page 56 of report: The Council reviews and improves its Disciplinary Procedures and Guidelines on Conducting Investigations.
Outcome number and summary		6. The organisation has robust Disciplinary Procedures and Guidelines which are fit for purpose and applied proportionality and appropriately.
Action		<ul style="list-style-type: none"> a) Undertake a review of all Disciplinary Procedures and guidance to consider the recommendations of this Inquiry. b) To update and extend the Procedures and Guidelines to consider the requirement for referrals to other statutory bodies. c) To amend the Procedures and Guidelines to include a specific direction to refer any disciplinary matters involving children to the CPU. d) Amend the Procedures and Guidelines to include a specific direction to consider at the outset, throughout, and the conclusion of any disciplinary proceedings, whether any action was directed towards children, and if so to refer to the CPU.
Deadline within Plan		April 2022

1. MEASURES TAKEN

Detail here the specific actions taken to meet the identified outcome.

The policies and procedures have been reviewed and referral guidance for all the relevant statutory bodies was already included in the original versions.

Additional information has been included in the revised policy to include the specific option for commissioning managers to consider in addition to internal disciplinary action, referrals for misconduct to other Professional/ Chartered bodies.

The policies and procedures have been extended to specifically require managers to consider at every stage that any disciplinary matter involving children should be referred to the Child Protection Unit for consideration.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

Disciplinary Procedures for Misconduct

2. BENCHMARKING

Explain what steps have been taken to measure the actions taken against best practice.

The Improvement Service and ACAS have been approached but are unable to provide this support. Therefore other options are being explored and once a suitable comparator is identified, this benchmarking will be reported as part of Action 6 (e).

3. EXTERNAL AGENCY INVOLVEMENT

Where the Action Plan identifies a third party dependency, explain here the involvement and approval of any such party.

(3.1) The proposed amendments to the policy and procedure are subject to a consultation with the recognised Trades Unions and this work is ongoing.

4. ONGOING MONITORING ARRANGEMENTS

Where relevant, what steps have been put in place to ensure ongoing review of this action?


(4.1) Reviewed every two years according to standard practice

5. HOW DOES THE ACTION MEET THE OUTCOME?

Explain briefly how the steps taken will achieve the desired objective?

The review involved considering other organisations policies procedures in terms of best practice and input from a number of stakeholders. The redrafted policies reflect the feedback received.

Approval by Review Group:

Date:	01 June 2022
Comments/amendments:	The updated disciplinary policy will publish online imminently. The hyperlink will be inserted to this document to provide access to the most up to date version at all times.
Was the action completed within the Action plan timeframe?	No, action was due at end of April but completed at the end of May, with final reporting to the Review Group on 1 June 2022. There were unavoidable delays in feedback on the policy amendments that were issued within the agreed timescales.
Signature of Chair:	

Approval by Council:

Date:	
Comments/amendments:	
Signature of Chair:	