

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Officer	Lead	Clair Hepburn (Director – People, Performance and Change)
Recommendation		4. The Council reviews its Disciplinary Procedures and Guidelines on Conducting Investigations to provide for the appointment of investigating officers to be made in writing to the officer, with clear directions as to the allegation to be investigated and with express reference to the Disciplinary Procedures and the Guidelines.
Outcome number and summary		7. To ensure that all disciplinary proceedings are carried out in a fair, open and transparent way and are effective in fulfilling their purpose: <ul style="list-style-type: none"> • Investigating officers are fully aware of the remit of their role and the responsibilities that therein follow.
Action		<p>a. Create a template for Commissioning Managers to complete and issue to the appointed investigator. The template will contain confirmation of their appointment and written details of the allegations to be investigated.</p> <p>b. Update the Disciplinary Procedures and Guidelines to require Commissioning Managers to provide Investigating officers with a copy of those Procedures and Guidelines, along with a copy of the completed template, prior to the commencement of any investigation.</p>
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 amended to include issuing a template, rather than a copy of the investigation letter to the lead investigator by the commissioning manager together with a copy of the procedures and guidelines.

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) No ongoing review is necessary

5. HOW DOES THE ACTION MEET THE OUTCOME?

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

The redrafted policies reflect the recommendation received from the Inquiry.

Approval by Review Group:

Date:	01 June 2022
Comments/amendments:	There was consensus that this action has been completed
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:

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