

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Lead Officer	Clair Hepburn (Director – People, Performance and Change)
Recommendation	Recommendation 5 The Council reviews its Disciplinary Procedures and Guidelines on Conducting Investigations to consider whether only suitably trained officers may be appointed as investigating officers.
Outcome number and summary	8. Disciplinary investigations are conducted by suitably trained officers.
Action	<p>a. Offer a development opportunity to internal staff to undertake investigation training, to an accredited standard.</p> <p>b. Update the Disciplinary Procedures and Guidelines to include the option of commissioning an external investigator if required.</p> <p>c. Create guidance for the appointment of investigators to ensure the appropriate skills and background are considered depending on the nature of the allegations.</p>
Deadline within Plan	May-July 2022

1. MEASURES TAKEN

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

The Chief Executive and Directors have been asked to each nominate 3 to 5 staff to undertake ACAS training in investigations. Nominated staff will require to be released from their role for a maximum of 3 weeks per year to fulfil the role of investigator.

The procedures and guidelines have been amended to include the option to commission external investigators if appropriate.

The procedures and guidelines have been amended to reflect action and investigators will be drawn from the pool of staff nominated.

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?

All services will have a nominated group of investigators who can be released and have undertaken appropriate training.

Approval by Review Group:

Date:	01 June 2022
Comments/amendments:	There was consensus by the group that this outcome has been achieved.
Was the action completed within the Action plan timeframe?	Yes, action was due at end of April to July, completed at the end of May, with final reporting to the Review Group on 1 June 2022.
Signature of Chair:	

Approval by Council:

Date:	
Comments/amendments:	
Signature of Chair:	