

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Lead Officer	Clair Hepburn
Recommendation	3. 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 proportionately and appropriately: <ul style="list-style-type: none"> • Disciplinary Procedures and Guidelines work alongside alternative controls, such as referrals to the Police • The Disciplinary Procedures and Guidelines act as a failsafe to ensure that all conduct involving children is referred to the Child Protection Unit (CPU).
Action	<p>a) <i>Undertake a review of all Disciplinary Procedures and guidance to consider the recommendations of this Inquiry.</i></p> <p>b) <i>Update and extend the Procedures and Guidelines to consider the requirement for referrals to other statutory bodies.</i></p> <p>c) <i>Amend the Procedures and Guidelines to include a specific direction to refer any disciplinary matters involving children to the CPU.</i></p> <p>d) <i>Amend the Procedures and Guidelines to include a specific direction to consider at the outset, throughout, and at the conclusion of any disciplinary proceedings, whether any action was directed towards children, and if so to refer to the CPU.</i></p> <p>e) Following on from a.) – d.) above have procedures moderated by the Improvement Service</p>
Deadline within Plan	June 2022

1. MEASURES TAKEN

Detail here the specific actions taken to meet the identified outcome

This relates to Recommendation 3 in the Inquiry Report, which recommends review and improvement of the Disciplinary Procedures and Guidelines on Conducting Investigations, with a particular requirement to:

- I. Refer conduct under consideration for disciplinary action (whether minor or otherwise) that relates to conduct involving children to the child protection unit by an identified officer.*
- II. Require formal consideration (a) in the course of and (b) at the end of at the end of any investigation of whether the subject of the disciplinary investigation has related to conduct involving children; and if so to require referral to the child protection unit by an identified officer.*

- a) A thorough review of the Disciplinary Procedure and Guidelines on Conducting Investigations has been carried out.

- b) The Disciplinary Procedure has expanded on the requirements to refer to statutory bodies such as SSSC, GTCS, Disclosure Scotland and the Care Inspectorate. (Paras 7, 18.11, 26, Appendix 6).
There is a specific section on reference to other regulatory organisations and/ or the Police (Para 15).
- c) The Disciplinary Procedure has been amended to make it a requirement to refer any allegation of misconduct involving a child to the child protection unit, with an explanation as to how to make a referral. This also now includes a requirement to refer to the adult protection unit if the conduct involves an adult at risk. (Para 4).
- d) In addition to the statement of principle in Para 4, there are specific requirements to consider and if appropriate refer when conduct is initially considered (Para 7), when instructing an investigation (Para 7.2, 12.1), when receiving the investigation report (Para 13.9), and when considering any appropriate further action (Para 20.2).
The rationale for making or not making a referral to the child or adult protection unit require to be recorded on the Investigation Brief sent by the commissioning manager to the investigating officer(s) (Appendix 4).
The Guidelines for Conducting Investigations also require the investigating officer(s) to check to see if any child or adult protection matters arise and if so ensure the appropriate referral is made. This arises both on initial instruction and should issues arise during the investigation (Para 3).
- e) While the Improvement Service and ACAS have stated they don't moderate/ review the policies of organisations, benchmarking has been undertaken against other organisations' policies to ensure best practice.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

Revised Disciplinary Procedures for Misconduct.
Revised Guidelines on Conducting Investigations.

2. BENCHMARKING

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

Benchmarking has taken place against the policies of other organisations, including local authority, NHS and third sector.

3. EXTERNAL AGENCY INVOLVEMENT

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

N/A

4. ONGOING MONITORING ARRANGEMENTS

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

Both documents will be reviewed at least every two years in accordance with the rolling HR policy review schedule (next review: March 2024), or sooner if circumstances require.

We will continue to benchmark against other organisations and best practice.

5. HOW DOES THE ACTION MEET THE OUTCOME?

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

The revised policies provide clear steps that specified people require to take at various defined stages to ensure any appropriate referrals are identified and made.

Approval by Review Group:

Date:	
Comments/amendments:	
Was the action completed within the Action plan timeframe?	
Signature of Chair:	

Approval by Council:

Date:	
Comments/amendments:	
Signature of Chair:	