

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	f) Create an implementation plan for the new Procedures, to include, training, briefing sessions and communication strategy.
Deadline within Plan	July/August 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.*

Training has been reviewed to ensure it aligns with the revised policies. Key changes are-

- Referral to Child Protection / Adult Protection Units Consideration must be given at all points in the disciplinary process.
- Introduction of a Decision Rationale Document: which will be completed by the Line Manager or Commissioning Manager and will detail the disciplinary process from the initial complaint stage through to its conclusion. The line manager / commissioning manager will, in this document, detail their rationale for decisions made and action taken at each stage in the process as well as detailing whether the allegations concern a child / protected adult and what referrals have been made to the relevant Child Protection / Adult Protection units and relevant Professional / Governing bodies.

In accordance with standard practice a briefing note will be published in September/October 2022 highlighting the changes to the revised documents.

SLT and Service Management Teams will all be separately briefed during October 2022.

Alongside this managers will be encouraged to attend, or re-attend, the Discipline & Grievance training course and complete, or re-complete, the online training on SBLearn. Before commissioning a Disciplinary Investigation it will be mandatory to have undertaken the Councils online training as a minimum and strongly recommended that face to face training is also completed.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

Implementation plan.

2. BENCHMARKING

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

3. EXTERNAL AGENCY INVOLVEMENT

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

4. ONGOING MONITORING ARRANGEMENTS

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

Any issues that arise in referring will be addressed as they arise.

Training completions and attendance will be monitored and any weaker areas specifically targeted.

5. HOW DOES THE ACTION MEET THE OUTCOME?

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

The steps will make managers and employees aware of the referral requirements.

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:	