

**INQUIRY ACTION PLAN**  
**NOTIFICATION OF COMPLETED ACTION**

<b>Strategic Lead Officer</b>	Clair Hepburn
<b>Recommendation</b>	6. The Council reviews and improves its Disciplinary Procedures to provide guidance as to the seriousness of inappropriate conduct involving children when considering of what amounts to misconduct and gross misconduct.
<b>Outcome number and summary</b>	9. Ensure all Disciplinary matters are dealt with appropriately: <ul style="list-style-type: none"> <li>• Suitable focus on the child as an individual, and taking due consideration of this when considering the severity of the allegations.</li> </ul>
<b>Action</b>	b) Update and disseminate information from a) above into the Council's Managing Disciplinary Cases training course.
<b>Deadline within Plan</b>	May 2022

**1. MEASURES TAKEN**

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

*This action relates to recommendation 6 of the Inquiry Report:*

*The Council reviews and improves its Disciplinary Procedures to provide guidance as to the seriousness of inappropriate conduct involving children when considering of what amounts to misconduct and gross misconduct.*

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 an Investigation Brief: The line manager/ commissioning manager when appointing the Investigation Officer(s) must confirm the appointment in writing, stating that the investigation is to be conducted under the Disciplinary Procedures for Misconduct and including a completed Investigation Brief and a copy of the Disciplinary procedure.
- 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 highlighting the changes to the revised documents.

Service Management Teams will all be separately briefed.

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.

**1B. ASSOCIATED DOCUMENTS**

**Note here any documents attached as being relevant to this action**

Revised Disciplinary Procedures for Misconduct

**2. BENCHMARKING**

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

The revised policy has been benchmarked against those of other organisations (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.**

**4. ONGOING MONITORING ARRANGEMENTS**

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

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 revisions to training will make clear the requirement to have the child at the centre when the seriousness of allegations is being considered.

**Approval by Review Group:**

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

**Approval by Council:**

Date:	
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Comments/amendments:	
Signature of Chair:	