

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Lead Officer	Stuart Easingwood
Recommendation	9. That the Council reviews and improves the process of management decision-making.
Outcome number and summary	12. The Council can appropriately recall and evidence documents and rationale for its decision-making in relation to HR matters and matters involving children, in order to: <ul style="list-style-type: none"> • assure an appropriate audit trail • provide opportunities for reflection • provide confidence in those decisions • assist with the reasoning process. • protect Council staff and service users • increase effectiveness of service delivery
Action	e) Ensure there is a clear process where any referrals concerning a staff member to the CPU is by default copied to the HR Case Management System (failsafe measure)
Deadline within Plan	May 2022

1. MEASURES TAKEN

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

A dedicated SharePoint site has been established for the transfer of information between the Public Protection Unit and HR services. This will be used where information pertains to an incident / concern regarding a member of staff in relation to both Child Protection and Adult Support & Protection. This removes the potential for information being missed, whilst also ensures that there is consistency in the information being recorded on the different systems. This measure also addresses Action 14b.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

There are no associated documents relevant for this purpose.

2. BENCHMARKING

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

There is no avenue to pursue with regard to benchmarking, as this step is not common practice in other Local Authority areas.

3. EXTERNAL AGENCY INVOLVEMENT

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

There is no third party dependency as this provision relates to an improvement on the communication of information internally.

4. ONGOING MONITORING ARRANGEMENTS

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

Only designated officers in both HR and the Public Protection Unit will have access to the site. These officers will continue to use the site as a means of transferring information in both directions.

5. HOW DOES THE ACTION MEET THE OUTCOME?

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

By having a common repository for the sharing of information between the services / systems which has limited access to appropriately approved officers, will ensure there is a clear process where any referrals concerning a staff member to the PPU is by default copied to the HR Case Management System (failsafe measure).

Approval by Review Group:

Date:	24 August 2022
Comments/amendments:	This measure also addresses Action 14b: 14. All additional learning and opportunities from the Inquiry Report are identified and implemented. <i>b) Consideration should be made as to whether any improvements to policy, processes or procedures should be mirrored to include vulnerable adults. Ongoing</i>
Was the action completed within the Action plan timeframe?	Yes
Signature of Chair:	Agreed – to be applied

Approval by Council:

Date:	27 October 2022
Comments/amendments:	
Signature of Chair:	