

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Lead Officer	Nuala McKinlay
Recommendation	<p>Recommendation 9 – (6.78, Page 63) That the Council reviews and improves the process of management decision making. In particular, it should:</p> <ul style="list-style-type: none"> • review or establish protocols as regards the recording of internal meetings, and <p>review or establish protocols as regard the recording of reasons for advice tendered, or decisions taken.</p>
Outcome number and summary	<p>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:</p> <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	<p>d) Consider an approach to record, store and retain professional advice given between areas of the Council when relating to children or HR matters, being clear of the status of the advice</p>
Deadline within Plan	October 2022

1. MEASURES TAKEN

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

This action has been drafted with the potential to be enormously widely drawn – given that any contact with any officer of the Council could be seen as professional advice being given.

Looking at the recommendation and the Outcome summary, it is considered that the action is intended to be aimed at finding a way of recording professional advice which has been given in respect of HR matters where potential issues around child protection has arisen.

It is noted that under a separate action, the reasons for any decision taken in respect of disciplinary reasons needs to now be recorded in writing.

It is therefore proposed the most appropriate place to record that professional advice should be in that written statement of reasons.

It is further suggested that, the person who has given such professional advice should see that statement before it is finalised to ensure that the they agree with how the professional advice has been described.

No separate record will be kept – and where there is no disciplinary action taken, (no finding of fault) there will be no record retained as best practice confirms these records should be destroyed as soon as the decision to take no further proceedings is taken.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

NA

2. BENCHMARKING

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

NA

3. EXTERNAL AGENCY INVOLVEMENT

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

na

4. ONGOING MONITORING ARRANGEMENTS

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

na

5. HOW DOES THE ACTION MEET THE OUTCOME?

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

See above

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:	