

Formal Employment Procedures Monitoring (as at 10 January 2012 for cases started after 1st October 2011)

This table shows current cases in progress at key stages requiring management action. If a management action timescale is not met there is a note of explanation in the end column.

Dignity at Work

Date Formal DAW received and Directorate	Meeting with employee within 15 days	Investigation completed within 15 days	Meeting to provide outcome of complaint	Outcome letter to employee within 5 days after hearing	Appeal held within 20 days of registration by employee	Appeal outcome sent to employee within 5 days after appeal	Notes
A&H 1 Dec 2011 (Adults)	No						Complaint record form received on 01/12/11. Formal meeting to hear the complaint was arranged for 16/12/11. TU rep not available meeting rescheduled for 11/01/12
A&H 20 Dec 2011 (Housing)	No						Manager on AL, DAW acknowledged. As same complaint is raised by three

							employees, agreement being sought to consider DAW as a collective grievance and seeking informal resolution.
A&H 20 Dec 2011 (Housing)	No						Manager on AL, DAW acknowledged. As same complaint is raised by three employees, agreement being sought to consider DAW as a collective grievance and seeking informal resolution.
A&H 20 Dec 2011 (Housing)	No						Manager on AL, DAW acknowledged. As same complaint is raised by three employees, agreement being sought to consider DAW as a collective grievance and seeking informal resolution.
A&H 9 Jan 2012 (Housing)	NA						DAW received on 09/01/12 however, DAW form dated

							15/12/11 and cover letter dated 18/12/11. Meeting to be arranged.
A&H 12 Dec 2011 (Housing)	Yes	Yes	Yes	NA			DAW raised on 12/12/11, heard on 20/12/11, outcome given on 9/01/12. Considered as part of the probationary process. Outcome letter currently being drafted.
C&ES 17 Oct	No	No	No	N/A	N/A	N/A	Complaint submitted to the Divisional Director of Legal Services, Discussed with Divisional Director HRD and advised the employee that the complaint has been passed to the Corporate Director in C&ES on 21 October C&ES Divisional Director met with employee on 22

							November. Complaint investigated and outcome meeting to be held on 12/1/12
C&ES 19 Oct 2011	N/A						Employee has a current DAW relating to the same issue. Intention is to respond to all complaints at one meeting. Meeting arranged four times and postponed by employee or representative. To go ahead on 16/1/12.
C&ES 19 Oct 2011	N/A						Employee has a current DAW relating to the same issue. Intention is to respond to all complaints at one meeting. Attempts to arrange meeting failed due to unavailability of employee or representative. To go ahead on 16/1/12.
CS 11 Oct 2011	No	Yes	Yes	Yes	N/A	N/A	Employee raised DAW in relation to 2 issues: 1) Payment

							<p>Protection following redeployment, for contractual over time and 2) not receiving weekend pay enhancement for working on a Saturday.</p> <p>A meeting did not take place within 15 days due to union rep being unable to attend on the first date offered. Then employee went on annual leave overseas for two weeks.</p>
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Conduct

Date Formal Conduct Procedure commenced and Directorate	Meeting to inform employee of alleged misconduct	Investigation completed within 15 days and meeting to inform employee of outcome within 5 days	Meeting to consider alleged misconduct	Outcome letter to employee within 5 days after hearing	Appeal Held within 20 days of registration by employee	Appeal outcome letter sent to employee within 5 days after appeal	Notes
A&H 6 Oct	Yes	No					Investigation

2011 (Housing)							extended due to employee being on A/L (abroad) from 24/10/11 to 23/11/11 and had to be re-interviewed. Investigation has now concluded.
A&H 7 Nov 2011 (Housing)	Yes	No	N/A	N/A	N/A	N/A	Investigation extended by 2 days to complete investigation report. Outcome of investigation – no case to answer.
A&H 7 Nov 2011 (Housing)	Yes	No	N/A	N/A	N/A	N/A	Investigation extended by 2 days to complete investigation report. Outcome of

							investigation – no case to answer.
A&H 7 Nov 2011 (Housing)	Yes	No	N/A	N/A	N/A	N/A	Investigation extended by 2 days to complete investigation report. Outcome of investigation – no case to answer.
A&H 22 Dec 2011 (Adults)	No						Safeguarding adults matter. SGA investigation undertaken. Employee off sick since incident and did not attend meeting
CS 1 November 2011	Yes	No	N/A	N/A	N/A	N/A	Delay in the investigation as the investigating officer was

							absent from work due to sickness. Investigation has concluded and meeting has been arranged.
C&ES 11/10/11	Yes	No	N/A	N/A	N/A	N/A	Investigation delayed due to annual leave and shift patterns. No formal action taken - guidance given.
C&ES 14/12/11	Yes	N/A	N/A	N/A	N/A	N/A	Investigation on-going
C&ES 15/12/11	Yes	N/A	N/A	N/A	N/A	N/A	Investigation on-going
CEX Dec 2011	Yes	N/A	N/A	N/A	N/A	N/A	Investigation on-going

Capability

Date Formal Capability Procedure			Meeting to consider employees	Outcome letter to employee	Appeal held within 20 days of	Appeal outcome letter sent	Notes
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commenced and Directorate			performance	within 5 days after hearing	registration by employee	to employee with 5 days after appeal	
Nil							