## Formal Employment Procedures Monitoring (as at 30 March 2012 for Dignity at Work cases started after 1<sup>st</sup> October 2011)

This table shows current Dignity at Work 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.

#### Childrens & Families

Date Formal DAW received	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?	
10/02/12 Y	Yes	Yes	Yes	Yes	N/A	N/A	N/A
21/02/12 Y			Yes	No			DAW complaint received on 21/02/2012. Meeting held on 29/02/2012 which led to an investigation. Management are currently in negotiations to look at alternative options in seeking a resolution. Alternative option achieved. Employee leaving the Council. Last day of service 30/03/2012
21/02/12	No	N/A	N/A	N/A	N/A	N/A	DAW complaint received on 21/02/2012. Meeting was scheduled to take place on 29/02/2012. Employee raised concerns regarding the manager hearing the complaint and it was agreed that another manager will hear the complaint. 09/03/2012 a manager was identified to hear the complaint. Meeting will no longer be taking place. Employee will be leaving the Council. Last day of service 30/03/2012.
13/03/12	N/A	N/A	N/A	N/A	N/A		DAW complaint received 13/03/2012. Formal meeting has not been scheduled as of the 21/03/2012. Formal meeting was not arranged as the employee will no longer be working for the Council from 30/03/2012.
19/03/12 N	N/A	N/A	N/A	N/A	N/A	N/A	DAW complaint received 19/03/2012. Complaint has not been acknowledge as of the 21/03/2012 and a formal meeting is to be arranged.
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#### Resources

	Meeting with employee within 15 days?	Investigation completed within 15 days?	Meeting to provide outcome of complaint?	days after hearing?	Appeal held within 20 days of registration by employee?	to employee within 5 days after appeal?	
07/02/12	No	No	N/A	N/A	N/A		DAW complaint received on 07/02/2012, the meeting with the employee did not take place within the 15 days due to annual leave commitments with the employee then the trade union rep, then the investigation officer was on annual leave so the investigation was delayed. Meeting has since happened and investigation taking place
19/01/12	Yes	No	No	N/A	N/A		Due to the employees sickness absence, management have not managed to meet within the timescales
08/03/12	Yes	N/A	N/A	N/A	N/A		Employee has postponed the DAW until the first DAW they have submitted is finished.

Community Health & Well-Being

Date Formal DAW received	Meeting with employee within 15 days?	completed within 15	Meeting to provide outcome of		days of registration by		Notes
		days?	complaint?	days after hearing?	employee?	days after appeal?	
							Complaint record form received on 01/12/11. Formal meeting to hear the complaint was arranged for 16/12/11 however TU rep not available
							meeting rescheduled for 11/01/12 which was also cancelled due to TU
							rep unable to attend. Second rescheduled meeting held on 24/01/12.
							Investigation commenced on 27/01/12 and extended due to witness's
							and IO annual leave arrangements. Investigation concluded. Re-
01/12/2011 (Adults)	No	No	Yes				convened meeting held on 29/03/12. Outcome letter being drafted.
							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. Once agreement
							received from TU rep, formal meeting held on 05/03/12 and outcome
20/12/11 (Housing)	No	Yes	Yes	Yes			delivered 15/03/12.
							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. Once agreement
							received from TU rep, formal meeting held on 05/03/12 and outcome
20/12/11 (Housing)	No	Yes	Yes	Yes			delivered 15/03/12.
							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. Once agreement
00/40/44 (Ulausian)	N -	No.					received from TU rep, formal meeting held on 05/03/12 and outcome
20/12/11 (Housing)	No	Yes	Yes	Yes			delivered 15/03/12. DAW received on 09/01/12 however, DAW form dated 15/12/11 and
							cover letter dated 18/12/11. DAW formally considered on 31/01/12 (1
09/01/12 (Housing)	No	Yes	Yes	Yes	N/A	N/A	day delay) and outcome delivered on 16/02/12
coro in 12 (notaing)	110	105	100	100	14/14	10/1	DAW raised on 12/12/11, heard on 20/12/11, outcome given on 9/01/12.
							Letter confirming outcome sent on 19/01/12. Appeal received on
							24/01/12. Appeal meeting held on 08/02/12 (1 day delay due to diary
12/12/2011 (Housing)	Yes	Yes	Yes	No	No	Yes	contraints on divisional director).

#### Environment

Date Formal DAW received	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?	
17/10/11	No	No	Yes	Yes	No		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 investigation extended due to staff not being available for interview. Outcome meeting held on 12/1/12 Appeal received: 26/01 and appeal hearing date: 21/02. Rearranged at request of employee to 01/03. At request of employee rearranged to 02/05.
09/01/12	Yes	Yes	No	No	N/A		Meeting with employee: 01/02. Complex investigation.160 documents submitted and reviewed. Outcome letter sent 13/03.

#### Place Shaping

Date Formal DAW received	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

## Formal Employment Procedures Monitoring (as at 30 March 2012 for Conduct cases started after 1<sup>st</sup> October 2011)

This table shows current Conduct 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.

#### Childrens & Families

commenced	employee of alleged misconduct?		alleged misconduct?	employee within 5			Notes
29/03/12	2 No	N/A	N/A	N/A	N/A	N/A	New case commenced 29/03/2012. Manager to arrange a meeting to inform of the alleged misconduct.
29/03/12	2 No	N/A	N/A	N/A	N/A		New case commenced 29/03/2012. Manager to arrange a meeting to inform of the alleged misconduct.

## Resources

Date Formal Conduct Procedure commenced	employee of alleged misconduct?	completed within 15 days and meeting to inform employee of outcome within 5 days?	alleged misconduct?			sent to employee within 5 days after appeal?	Notes
16/01/12	Yes	Yes	Yes	Yes	N/A	N/A	

## Community Health & Well-Being

Date Formal Conduct Procedure	Meeting to inform	Investigation	Meeting to consider	Outcome letter to	Appeal Held within 20	Appeal outcome letter	Notes
commenced	employee of alleged	completed within 15	alleged misconduct?	employee within 5	days of registration by	sent to employee	
	misconduct?	days and meeting to		days after hearing?	employee?	within 5 days after	
		inform employee of				appeal?	
		outcome within 5					
		days?					

06/10/11 (Housing)	Yes	No	Yes	Yes	N/A	Investigation 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. Hearing arranged for 26/01/12 however got cancelled as investigation officer unable to attend. Rescheduled hearing took place on 20/02/12.
22/12/11 (Adults)	Yes	No				Safeguarding adults matter. SGA investigation undertaken. Employee off sick since incident. OHS referral made, they advised employee fit to attend a meeting, first meeting with employee held on 22/02/12. Investigation has now concluded. Commissioning manager to consider the report
30/01/01 (Adults)	Yes	No				Employee was informed of investigation on 30/01/12. Investigation commenced on 02/02/12. Investigation extended due to new allegation which came to light during the investigation. Employee has been informed of the new allegations and the extension.
01/02/12 (Adults)	Yes	No				Investigation extended due to Investigation Officer being on annual leave. Employee has been informed of extension.
						Incident was referred to the police who conducted a police investigation. Police confirmed conduct investigation could commence therefore IO started investigation on 20/02/12. IO met with employee on 07/03/12 however was cancelled due to employee and TU rep unwilling to participate. Re-convened meeting arranged.
31/01/12 (Adults)	Yes	No				
22/02/12 (Housing)	Yes	No				Investigation extended due to key witness being off sick. Employee has been informed of extension.

## Environment

Date Formal Conduct Procedure commenced	employee of alleged misconduct?		alleged misconduct?			Notes
15/12/1	Yes	No	Yes	Yes	N/A	Investigation extended due to additional information and CCTV requested from external organisation. A further meeting was required with employee. Further extension due to availability of witnesses. Employee has not appealed the decision.
21/02/12	Yes	No	N/A	N/A	N/A	Investigation was extended due to employee request to postpone scheduled interview. Completed in 19 days. Formal meeting date to be arranged.

# Place Shaping

commenced	employee of alleged misconduct?		alleged misconduct?	employee within 5		Notes
22/02/12	Yes	No	Yes	Yes	N/A	Investigation extended for additional meeting with employee. Investigation completed in 16 days.

## Formal Employment Procedures Monitoring (as at 30 March 2012 for Capability cases started after 1<sup>st</sup> October 2011)

This table shows current Capability 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.

# Childrens & Families

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

#### Resources

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

## Community Health & Well-Being

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

#### Environment

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

## Place Shaping

Date Formal Capability Procedure commenced	Meeting to consider employees performance?		Appeal outcome letter sent to employee with 5 days after appeal?	
Nil				