




**Community Health & Well-Being**

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
01/12/2011 (Adults)	No	No	Yes				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-convened meeting held on 29/03/12. Outcome letter being drafted.
20/12/11 (Housing)	No	Yes	Yes	Yes			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 delivered 15/03/12.
20/12/11 (Housing)	No	Yes	Yes	Yes			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 delivered 15/03/12.
20/12/11 (Housing)	No	Yes	Yes	Yes			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 delivered 15/03/12.
09/01/12 (Housing)	No	Yes	Yes	Yes	N/A	N/A	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 day delay) and outcome delivered on 16/02/12
12/12/2011 (Housing)	Yes	Yes	Yes	No	No	Yes	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 constraints on divisional director).





06/10/11 (Housing)	Yes	No	Yes	Yes	N/A	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.
31/01/12 (Adults)	Yes	No					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.
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	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
15/12/11	Yes	No	Yes	Yes	N/A	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	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

Date Formal Conduct Procedure commenced	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
22/02/12	Yes	No	Yes	Yes	N/A	N/A	Investigation extended for additional meeting with employee. Investigation completed in 16 days.





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