

CLEAR UP PROJECT  
OUTSTANDING ACTIONS CLUSTERED

Responsible Post	Ref. No.	Recommendation	Service Update
Service Head, Risk Management	CU 009	The Corporate Investigation Team to re-examine the allegations contained within the original referral in relation to the Mosque, in order to consider whether any retrospective investigation is required to satisfy the Council that public funds have not been misused.	The review of the investigation is on-going and was scheduled to be completed by the end of the January 2018. Further update awaited.
Divisional Director, HR & Transformation	CU 015	Consider whether it would be more efficient to centralise investigations under an appropriate Directorate where there are allegations of a complex nature or serious misconduct, to ensure independence, faster turnaround of cases, and the utilisation of investigative specialist expertise. The current system leads to delays in concluding matters as Investigation Officers for HR matters still have to fulfil their normal role objectives and, in many cases, do not have professional investigative expertise.	<p>The review and realignment of HR Policy and Procedures is underway. The first 'phase' of the review has focused predominantly on 4 key current people policies and procedures. Disciplinary; Combatting Harassment and Discrimination (CHAD)/ Grievance, Absence and Performance of employed Council staff and has considered:</p> <ul style="list-style-type: none"> <li>• current policies and procedures</li> <li>• application of those policies and procedures</li> <li>• perception and views of those who either use, or have been through these procedures - managers, TU's, HR and staff member</li> </ul> <p>Reports went to CLT on 13/09/2017 and GP Committee on 12/10/2017</p> <p><b>The implementation of this process has been deferred on agreement with the Chief Executive and CLT until after the election</b></p>
Divisional Director, HR & Transformation	CU 015	It is recommended that when an officer leaves Council employment whilst under investigation, a final investigation report is still completed and submitted to the appropriate Service Head / Director and HR, to ensure completeness of records and in anticipation of any future legal challenge to outcomes	See update for Ref. No. CU 015 above
Divisional Director, HR & Transformation	CU 015	HR processes and guidance on the suspension of employees should be reviewed, to ensure that suspension periods are as short as possible	See update for Ref. No. CU 015 above
Divisional Director, HR & Transformation	CU 015 CU 027 CU 031 CU 035 CU 057	The Council's HR Division to review the investigation process for Grievance; Combatting Harassment and Discrimination (CHAD) and Disciplinary issues with a view to ensuring members of staff are only investigated once for the same issue, with outcomes settled (not including appeals) after the first investigation. The current system whereby Grievance / CHAD investigations then lead to disciplinary investigations could be considered inefficient, wasteful of resources and public money, together with being a potential strain on all involved.	See update for Ref. No. CU 015 above
Divisional Director, Legal	CU 023	The Legal Department should consider the communication processes between the Legal Team and the relevant Council delivery team to ensure that there is clarity regarding when all executed contracts have been received and delivery can commence or, if delivery is commenced in the absence of a signed contract, for the delivery team to correctly follow the procedures to obtain approval and record the decision on the Council's risk registers	An Audit Report on the signing and sealing of contracts has made certain recommendations including in respect of the communications process. These recommendations are being put in place with completion scheduled by the end of the current quarter
Service Head, Risk Management	CU 039 CU 047	Internal Audit is requested to undertake a review to test that a sample of electors added to the electoral roll have provided appropriate evidence of their eligibility (including nationality, date of birth and address of residence). This review should be completed prior to the 2018 Mayoral and local elections.	A meeting is to take place between the Head of Elections and the Service Head Risk Management and sample testing has been arranged to take place during February 2018
Service Head, Risk Management	CU 041	2016 Internal Audit Report 'Fact Finding Report, Youth Service Review' to be finalised as soon as possible.	This report will be finalised as soon as possible. Arrangements have been made to strengthen the case management system to ensure all investigations are logged, monitored and reported. A follow up system has been developed to review recommendations raised by the corporate fraud team and for these to be reported to the Corporate Leadership Team and the Audit Committee

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Corporate Director, Resources	CU 055	The Council should consider whether they wish to approach officials of the two organisations where grant applications may have been submitted with intent to deceive, to request an explanation of the similarities and issues with their Mayor's Community Chest grant applications made in 2013. It should also be considered whether it would be appropriate to request the return of the funding provided subject to proof being provided that the funds were spent in accordance with the grant agreements.	This is still being considered