

Appendix A

Responsible Post	Ref. No.	Recommendation	Service Update
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.	The HR Restructure strengthened the teams ability to concentrate on case management. Four subject matter expert roles have been created - one in each of the four areas - sickness management, disciplinary/CHAD/Grievance/Performance and this will enable an oversight across the whole council and ensure that Business Partners have access to expertise on more complex cases. On policy development a new group has been established - HR Policy Working Group which has a line manager from each of the Directorates, a representative from each of the trade unions and HR reps and a clear process for policy development established. The group met for the first time on 06 June and considered the combined Grievance and CHAD procedure.
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	This recommendation will be considered by the HR Policy Working Group when the relevant policies are drafted e.g. disciplinary, capability.
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	Agreed, this is of critical importance and will be part of the change in practice reflected in the policy updates
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
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.	There was no evidence that indicated any maladministration on the part of the Council and no evidence to indicate that any funds had been used for any purposes not agreed under the relevant grant agreements. Legal advice was sought which advised that a claim for return of grant funds was not supported under the terms of the grant based on the evidence presented. Also, there was insufficient evidence to support anything other than superficial enquiries of the grant applicants (which had been undertaken) and that to do so would in itself leave the Council open to a claim of maladministration and judicial review. Therefore, on the evidence it is considered appropriate that this case is closed