

Employee Relations Quarterly Report on Casework and Policy Development

Q3 2023/24 (1 October 2023 to 31 December 2023)



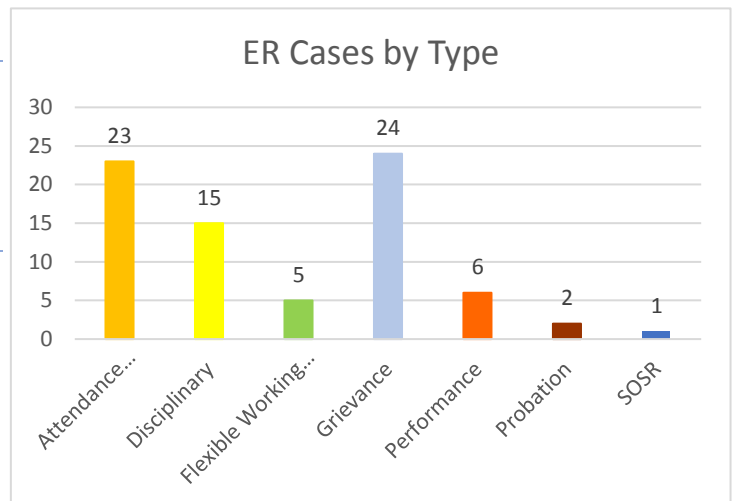
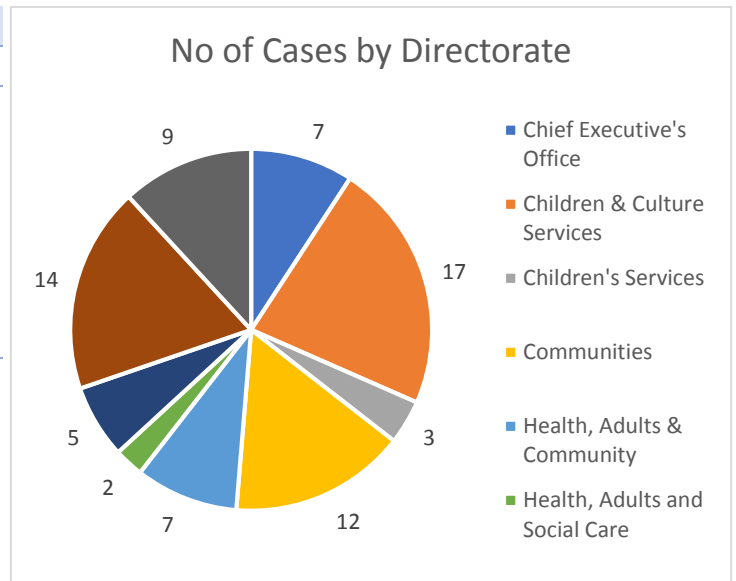
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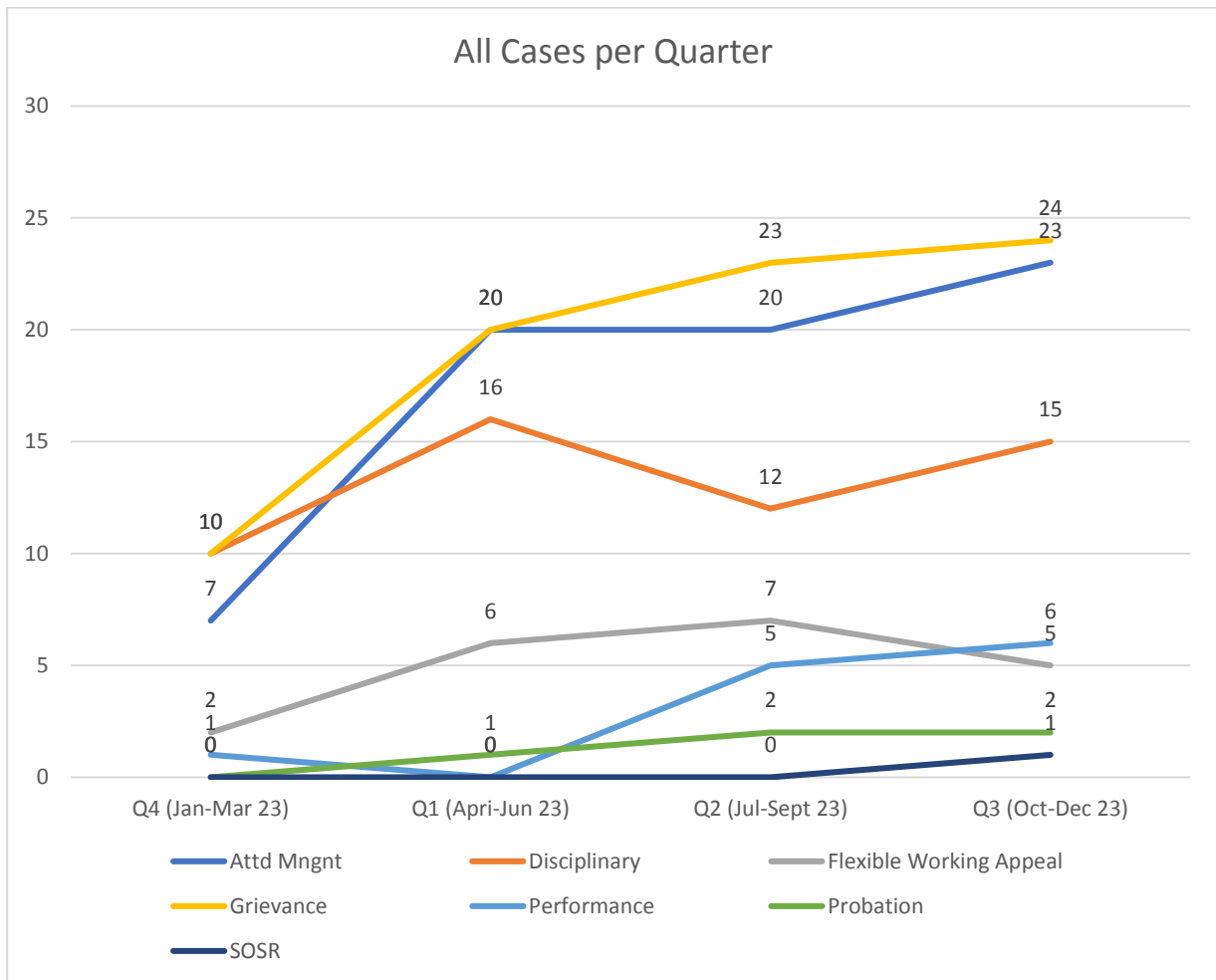
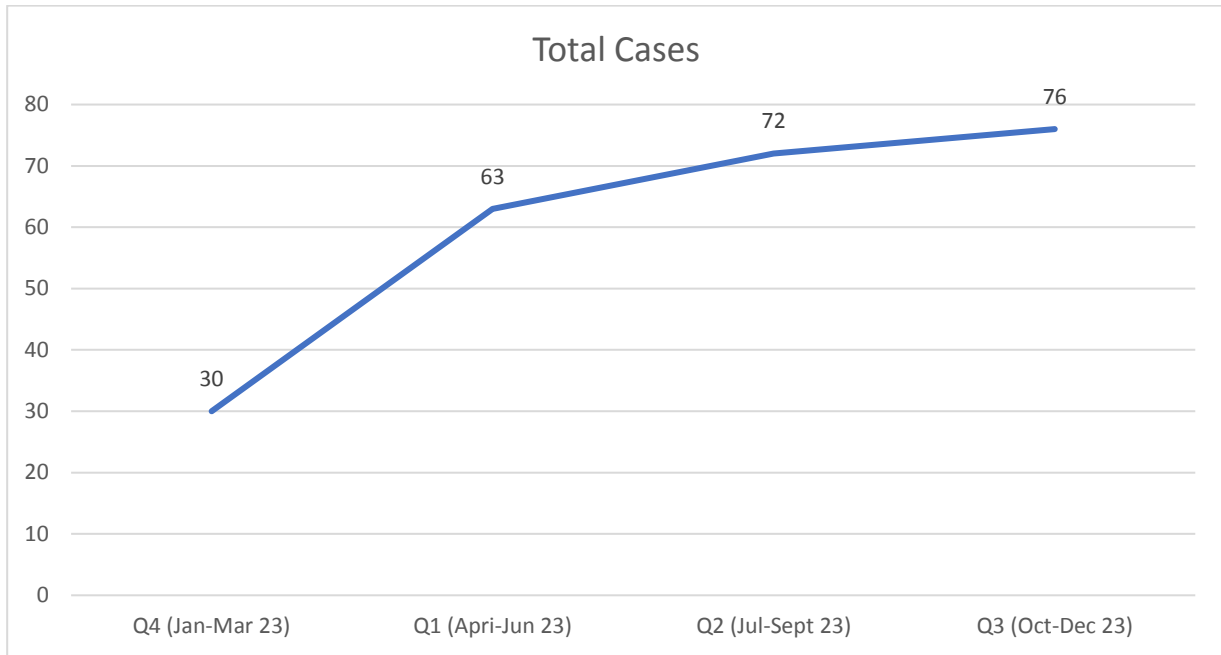
Employee Relations

1. Dashboard

Cases by Directorate	No of Case Status
Attendance Management	23
Chief Executive's Office	1
Children & Culture Services	7
Communities	5
Housing and Regeneration	1
Place	6
Resources	3
Disciplinary	15
Chief Executive's Office	3
Children & Culture Services	1
Children's Services	1
Communities	3
Health, Adults & Community	1
Place	3
Resources	3
Flexible Working Appeal	5
Children & Culture Services	3
Health, Adults and Social Care	1
Housing and Regeneration	1
Grievance	24
Chief Executive's Office	3
Children & Culture Services	5
Children's Services	1
Communities	3
Health, Adults & Community	4
Housing and Regeneration	1
Place	5
Resources	2
Performance	6
Children & Culture Services	1
Health, Adults & Community	2
Health, Adults and Social Care	1
Housing and Regeneration	1
Resources	1
Probation	2
Children's Services	1
Housing and Regeneration	1
SOSR	1
Communities	1
Grand Total	76



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2. Summary of Key Quarter 3 Casework Data (1 Oct 23 to 31 Dec 23)

- 2.1. At the end of the period, 40 cases were open and 36 had been closed by 31st December 2023. There were 76 cases handled in total in this period (7 more than the total for quarter 2).
- 2.2. Looking overall at cases by type, attendance management and grievances were the highest (24 grievances and 23 attendance management). There were also 15 disciplinaries, 6 performance cases, 5 flexible working appeals, 2 probation cases and 1 SOSR (some other substantial reasons).
- 2.3. Of the 23 grievances (1 collective and 23 individual), 4 grievances relate to concerns about line managers, 15 relate to complaints about other colleagues, 2 relate to verbal abuse/inappropriate behaviour, 2 relate to terms and conditions, and 1 relates to sexual harassment. Of the 24 grievances, 16 were opened before Q3 (1 October 2023). **(8 opened in Q3)**
- 2.4. Of the 15 disciplinaries, 8 were alleged misconduct cases, 7 were gross misconduct cases. 7 cases were in Community (5 Public Realm, 2 Community Safety) and the rest spread across other Directorates. **13 disciplinaries** were still open at the end of the reporting period. **2 disciplinaries cases were closed.** Of those 2 closed there was 1 final written warning and 1 case was resolved informally.
- 2.5. The benchmark of 120 days is a reasonable and realistic timeframe for a council, where complex cases are the norm and thorough investigations undertaken by independent in-house investigators are time consuming. 36 cases were closed in this period, and the average length of time to resolve the cases was 221 calendar days.
- 2.6. 3 cases involved suspension, related to potential gross misconduct.
- 2.7. In addition to support for formal cases the HR team also deal with informal queries that come through the corporate in boxes and many cases are handled informally with the guidance of HR.
- 2.8. For this period, there were 24 live ET cases. The legal department report on this separately.
- 2.9. Equalities data is reported annually.

3. Policy Development

- 3.1. The Flexible Working Policy and a new Council policy on Filming Staff at Work is currently under review and in consultation with the Trade Unions.