

## MTCBC SAFEGUARDING REVIEW COMBINED SELF ASSESSMENT – QUESTION 6

<b>QUESTION 6: DOES THE COUNCIL TAKE APPROPRIATE ACTION AGAINST STAFF GUILTY OF GROSS MISCONDUCT?</b>							
<b>OUTCOME STATEMENT</b>		<b>LEVEL</b>			<b>REASONS FOR LEVEL IDENTIFIED</b>	<b>EVIDENCE</b>	<b>AREAS FOR DEVELOPMENT</b>
		<b>SLG</b>	<b>CAB</b>	<b>SF</b>			
6.1	The Council has appropriate policies and processes in place for dealing with matters relating to officer performance, conduct and grievances.	2	3	3	<p>SLG – Policies and procedures for one to ones are not linked to performance management/targets</p> <p>Recognition not consistent across the organization</p> <p>CAB – Actions are agreed by Council</p> <p>SF - In place but improvements plans are also in progress.</p> <p>Staff handbook helps</p>	<p>Staff Handbook</p> <p>HR Policies</p> <p>Intranet</p> <p>Council reports</p> <p>Conduct and grievance processes in place</p> <p>HR processes</p> <p>No culture for disciplinaries</p>	<p>Improve the usage of the staff handbook</p> <p>Reports on policy to Cabinet.</p> <p>HR Annual Report to Cabinet/Council to include sickness levels</p>
6.2	Staff are aware of the above policies and processes and use them appropriately	1		2	<p>SLG – No accountability, no consistency across staff, some policies inadequate</p> <p>CAB – Cabinet not aware if this happens</p> <p>SF - Staff are aware but the policies and processes need to be used appropriately</p>	<p>Number of cases reported</p> <p>HR Policies</p>	<p>Staff training</p> <p>General awareness of policies to embedded into day to day work and with staff</p> <p>Review Policies on Intranet</p>
6.3	Severance payments are not used as a substitute for disciplinary action	2	1	1	<p>SLG – Principle there but fall down when you get to education disciplinary</p> <p>CAB – Cabinet not always involved but are aware that this does happen</p>	<p>Policies and procedures</p>	<p>Need to further develop this challenge</p> <p>Embed policies into staff culture and support from appropriate professionals</p>

					SF - Historically this has been used as an easy route. This is changing and we are challenging more.		
6.4	Disciplinary action is taken promptly and investigations are thorough	3		3	<p>SLG – Performance – change of culture. Capability being more robust. Investigation reports are robust, dependent on who is investigating</p> <p>CAB – Members are not always involved so unable to score. There is no evidence that investigations are flawed but this may not be reported to Cabinet unless a senior person is involved.</p> <p>SF - Not everyone is involved but this does happen promptly and we are generally doing well</p>	Policies and reports	<p>It may be useful to provide summary reports to Cabinet. This needs to be meaningful and internal audit may be able to support.</p> <p>Consistent approach needs to be taken by all managers</p> <p>Accountability framework needs to be better defined</p> <p>Policies need to be fit for purpose</p>
6.5	Sanctions are consistent and appropriate	0?		2	<p>SLG – No knowledge</p> <p>Consistent approach but not tested</p> <p>CAB – From an Education perspective this is made clear as it is covered by legislation.</p> <p>Not enough information to judge from a Cabinet perspective.</p> <p>SF - Confidential so not sure of all cases. Managers make the final decision so there is not always a consistent approach.</p> <p>Hearing officers may lack confidence and experience</p>	Not applicable	<p>Training for managers and hearing officers</p> <p>Simplified policies</p> <p>Consistency in applying the principles is needed across all departments</p> <p>Policies to be developed by senior officers and review process in place on an annual basis</p>