

Haringey Council – Corporate Committee

Disciplinary Case Analysis January 2014 to March 2014

Introduction

The information in this report is taken from SAP, covering the period **January 2014 – March 2014**.

The data is based on Haringey Council employees who

- hold Permanent, Temporary or Fixed Term Contracts

Note that this data excludes:

- Casual or Sessional Workers
- Schools
- Agency Workers

Legend	
Chief Operating	CO
Deputy Chief Executive	DCE
Regeneration, Planning & Development	RP&D
Leader and Chief Executive Office	L&CEO
Haringey Council	HGY

The Council's Disciplinary Procedure is considered as a tool to assist in good management and not solely as a means of imposing sanctions or setting out procedures leading to dismissal.

The procedure aims to:

- Allow managers to address issues of unsatisfactory conduct and seek improvements in behaviour
- Ensure that employees covered by the procedure are treated fairly and consistently
- Ensure that proper and adequate procedures are observed before any disciplinary decisions are taken
- Help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance
- Maintain discipline essential to the delivery of high quality services
- Protect the health, safety and well being of staff, service users and members of the public
- Safeguard the integrity and good reputation of the Council
(*Disciplinary Procedure September 2012*)

Disciplinary Cases

This section looks at the number of formal actions taken against employees under the disciplinary procedure.

Disciplinary Cases by Directorate				
Directorate	Cases Open	Cases Closed	No of cases	No of employees
CO	4	1	5	5
DCE	4	10	14	13
RP&D	4	5	9	9
L&CEO	0	0	0	0
Total	12	16	28	27

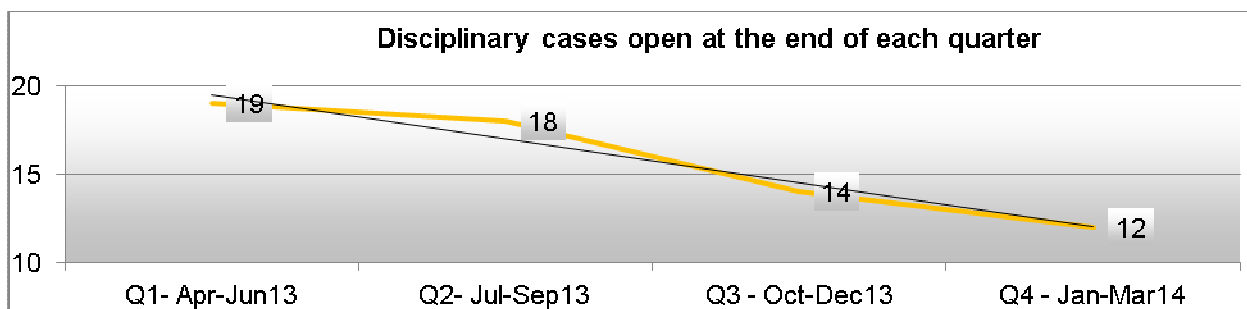
Please note that the total number of cases is **28**, but this only represents **27** employees. The reason being is that one employee can have more than one case in the same period. For example, an employee's dismissal could count as one case and their appeal as another.

The following table looks at the stages of Disciplinary cases.

Stages of Disciplinary Cases				
Stage	Cases Open	Cases Closed	Total	%
Invest. - not suspended	2	4	6	21
Invest. - suspended	7	7	14	50
ET	2	0	2	7
Appeal	1	5	6	21
Total	12	16	28	100

- **12** cases remain 'open' at the end of this quarter compared to **14** cases in the previous quarter

The following graph looks at the number of disciplinary cases open each quarter.



The following table identifies the outcomes of the **16** cases that were closed in this period.

Disciplinary Case Outcomes						
Outcome	Invest. - not suspended	Invest. - suspended	Invest. - appeal	Invest. - ET	Total	%
Compromise agreement	0	1	0	0	1	6
Dis. Appeal Dismissed	0	0	2	0	2	13
Dis. Appeal Part Upheld	0	0	0	0	0	0
Dis. Appeal Upheld	0	0	3	0	3	19
Dis. Appeal Withdrawn	0	0	0	0	0	0
Dis. Dismissal	0	0	0	0	0	0
Dis. ET Dismissed	0	0	0	0	0	0
Dis. ET Withdrawn	0	0	0	0	0	0
Dis. Final Written Warning	0	1	0	0	1	6
Dis. No Action	0	1	0	0	1	6
Dis. Other	0	0	0	0	0	0
Dis. Relegation/Demotion	0	0	0	0	0	0
Dis. Resigned	1	1	0	0	2	13
Dis. Verbal Warning	1	0	0	0	1	6
Dis. Warning & Sanction	0	0	0	0	0	0
Dis. Written Warning	2	0	0	0	2	13
Escalated to next stage	0	0	0	0	0	0
Suspension Lifted	0	3	0	0	3	19
Total	4	7	5	0	16	100

This table displays reasons for Disciplinary action against employees.

Reasons for Disciplinary Cases				
Reason	Cases Open	Cases Closed	Total	%
Assault	0	1	1	4
Attendance	0	2	2	7
Behaviour	5	3	8	29
Fraud / Theft	1	5	6	21
Misuse of resources	1	1	2	7
Negligence	4	3	7	25
Other	1	1	2	7
Total	12	16	28	100

This table looks at the ethnic breakdown and gender split for Disciplinary cases

Disciplinary Case employee representation by Ethnicity and Gender						
	Female		Male		All	
Ethnic Class	Total	%	Total	%	Total	%
B A M E	13	59	9	41	22	81
White	2	40	3	60	5	19
Total	15	56	12	44	27	100

The following table looks at the ethnic breakdown across grade bands.

Disciplinary Case employee representation by Ethnicity and Grade Band (T = Total no. in grade band, WF = % of total disciplined employees)													
HGY	Ethnic Group	SC1-SC5		SC6-SO2		PO1-PO3		PO4-PO7		PO8+		TOTAL	
		T	WF	T	WF	T	WF	T	WF	T	WF	T	WF
	B A M E	10	37	5	19	4	15	3	11	0	0	22	81
	White	0	0	2	7	2	7	0	0	1	4	5	19
	Total	10	37	7	26	6	22	3	11	1	4	27	100

Suspensions

This table shows a summary of suspension cases.

Summary of Suspension Cases	
Case status	Total
No. of cases heard	7
No. of cases not concluded	7
No. of cases not concluded - leaver	0
Total	14

Timescales (no of days) of Suspension Cases

The table below looks at the **14** suspension cases and identifies the no. of working days each case has taken. If a case has not concluded by the end of the quarter, the number of working days is calculated from the start date of the suspension to the end of the quarter.

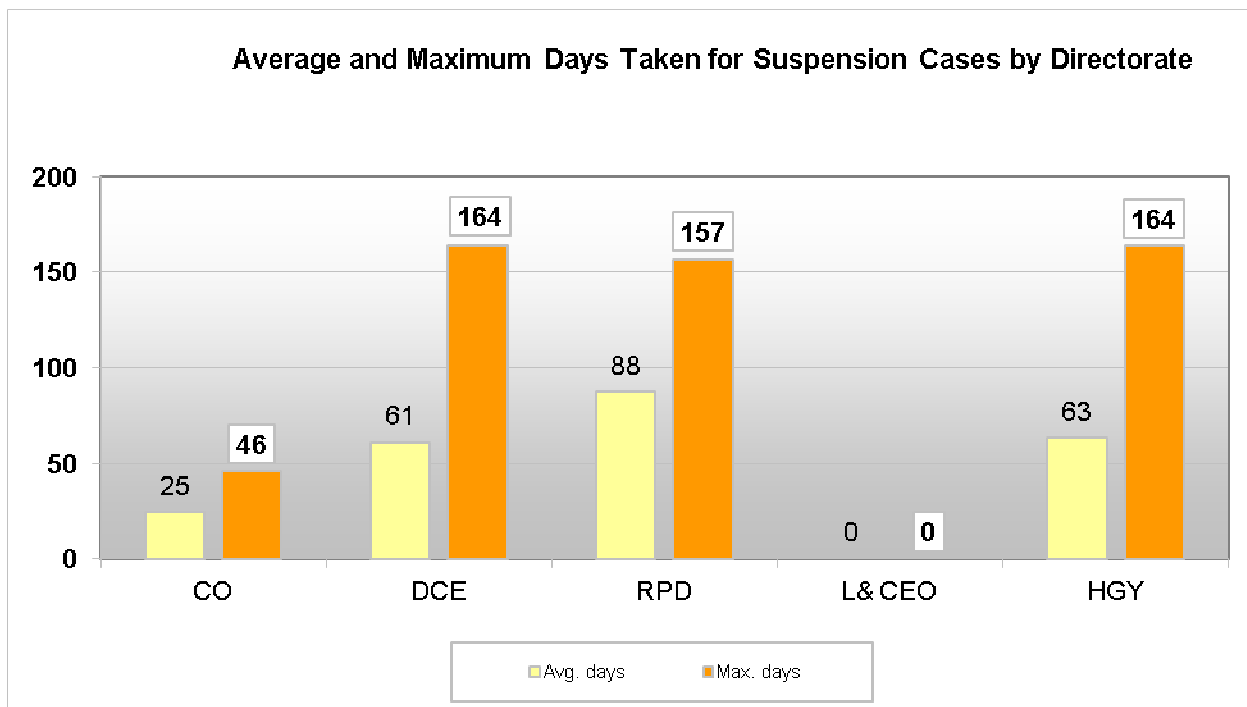
The table also identifies by directorate, the average number of days suspension for all cases, the maximum days for a single case and the number of cases heard within that period.

Timescales (no of days) of Suspension Cases										
Directorate	1-60	61-120	121-180	181-240	240+	Total cases	Total days	Avg. days of total cases	Max. Days	Total cases heard
CO	2	0	0	0	0	2	49	25	46	0
DCE	5	2	1	0	0	8	488	61	164	5
R P&D	2	0	2	0	0	4	350	88	157	2
L& CEO	0	0	0	0	0	0	0	0	0	0
HGY	9	2	3	0	0	14	887	63	164	7
Total cases closed	3	1	3	0	0	7				

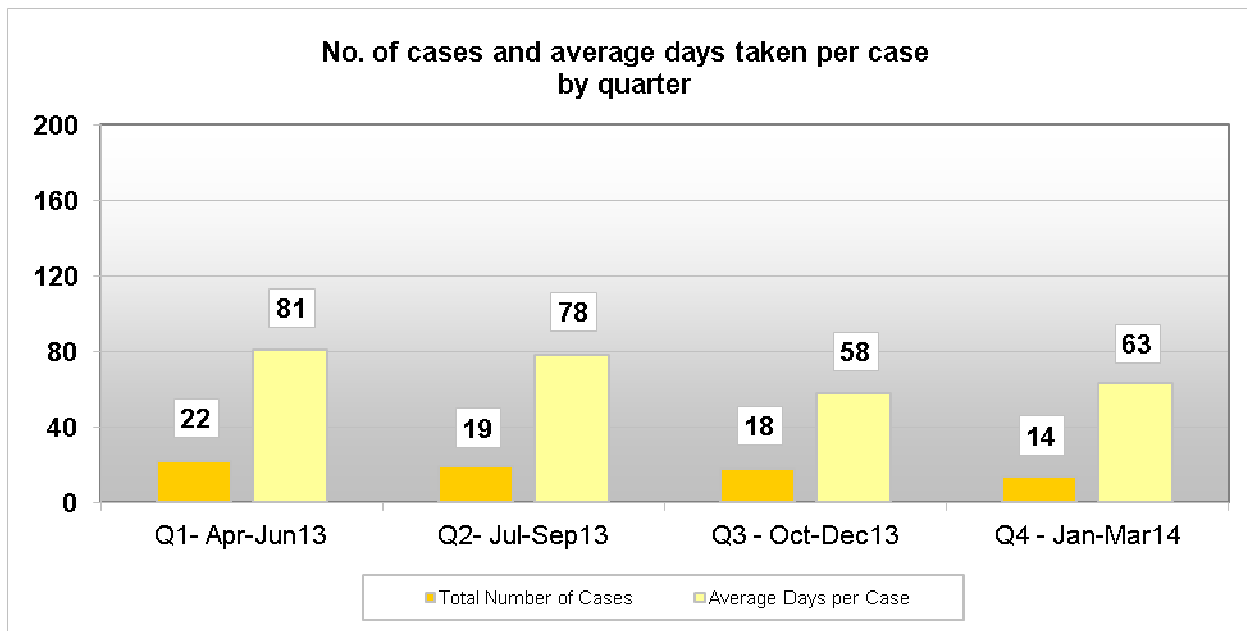
On average, **63** days were spent on each suspension case within the quarter.

Suspensions (continued)

The chart below illustrates the average and maximum number of days taken for a suspension case by Directorate for the quarter.



The chart below looks at the number of suspension cases per quarter for a rolling year and highlights Haringey Council's average number of days per case.



The average number of days suspended for the quarter was **63** with a total of **14** cases. **7** of these cases remain open at the end of **Quarter 4**.