

Reducing the time it takes to complete the disciplinary process

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Aim

- By December 2015 reduce the number of disciplinary cases which are concluded in more than 115 days to 20%.

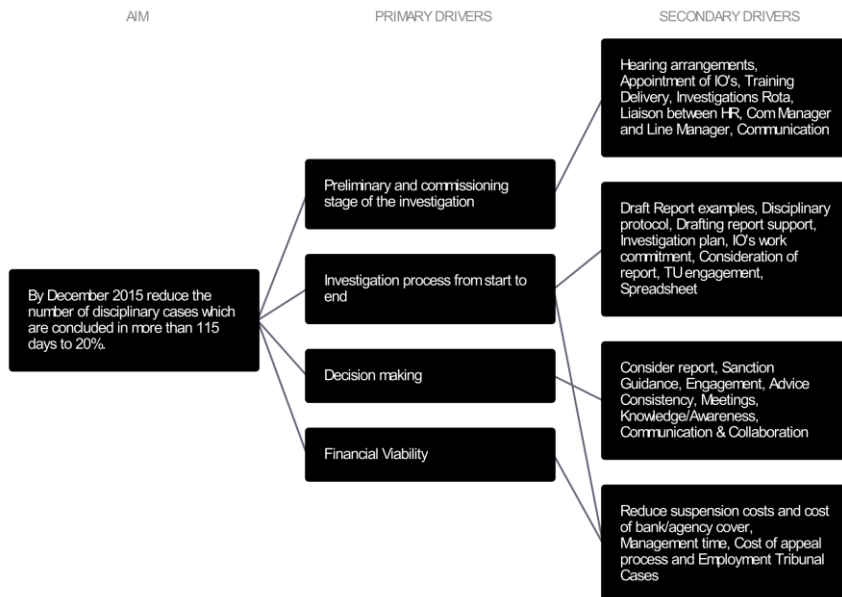
Why is this important to service users and carers?

- Disciplinary investigations often take too long to complete (policy states 60 days but on average took 130 days with one taking 196 days) due to duplication of tasks. The implications of this are:
- Breach of Trust policy
 - Increased costs
 - Negative impact on the employee, service/team, HR, etc.
 - Risk of appeals and Employment Tribunals
 - Fewer staff available to provide care to SUs and carers

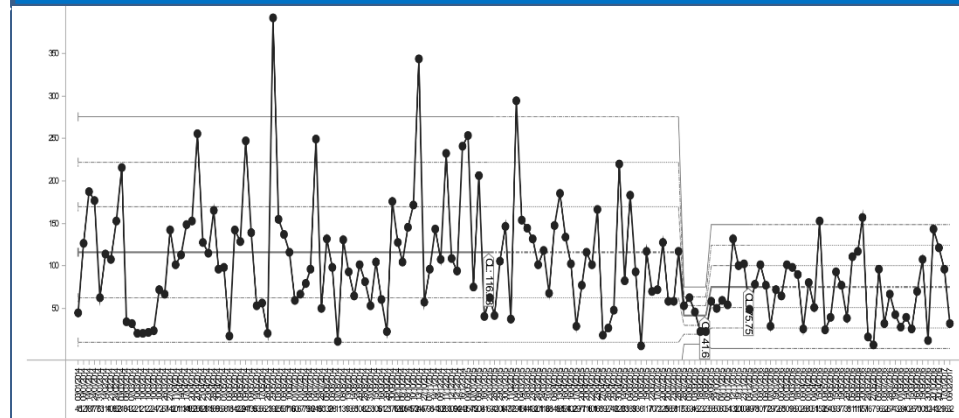
Tests of Change

- Revise IO training and deliver with union rep
 - Provide disciplinary guidance pack with
 - Use of web based tools
- HR & Corm Mgr meeting after report submitted to consider actions needed
- EE and detail 2 dates hearing offering at outset
 - Letter from hearing out within 5 days

Driver diagram



Data



Learning and what next?

- We are investing in IO's and support mechanisms within the HR team and also a training package to help combat some of the cases
- We are seeking funding to move forward some of the change ideas we have
- We are looking at different options to improve the management of cases and look at alternative change ideas that can be put in place to counter act the issues