

FOI 04/2016

REQUEST AND RESPONSE

1. Over the last four years, how many persons employed directly by your council have/have been:

- i) Dismissed from employment/terminated employment/sacked - 0

- ii) Suspended on full/part pay – **please include the number of weeks or days spent off work on full pay for each individual – 3**

	Year of suspension	Officer's department	Summary of allegation	Total working days suspended	Disciplinary/ investigation outcome
Officer 1	2011/12	Life Opportunities	Inappropriate Sexual Conduct	2 Months (45 Working days)	Dismissal
Officer 2	2012/13	Life Opportunities	Bringing Council into Disrepute	33 working days	Final Written
Officer 3	2014/15	Public Experience	Bullying and Harassment	61 working days	Resignation

- iii) Suspended without pay – **please include the number of weeks or days spent off work for each individual - 0**

- iv) Received a verbal or written warning – 23

	Year of disciplinary	Officer's department	Summary of allegation	Disciplinary/ investigation outcome
Officer 1	2011/12	Life Opportunities	Breach of Security	Verbal Warning

Officer 2	2012/13	Life Opportunities	Misuse of company time and breach of health and safety	Verbal Warning
Officer 3	2012/13	Life Opportunities	Professional negligence and failure in performance	Final written warning
Officer 4	2012/13	Public Experience	Damage to vehicle	Verbal warning
Officer 5	2012/13	Public Experience	Altercation in workplace	Verbal warning (2 members of staff)
Officer 6	2012/13	Planning	Overpayment	Verbal warning
Officer 7	2012/13	Life Opportunities	2 speeding tickets in a company vehicle	Verbal warning
Officer 8	2012/13	Life Opportunities	Standard of performance and attitude to work	Verbal warning
Officer 9	2013/14	Life Opportunities	Social media	Written warning
Officer 10	2013/14	Life Opportunities	Overpayment	Verbal warning
Officer 11	2013/14	Public Experience	Social media, bringing employer into dispute	Verbal warning
Officer 12	2013/14	Life Opportunities	Failure to respond to a reasonable management request	Verbal warning
Officer 13	2014/15	Public Experience	Social media during work time, disrespect to public	Verbal warning (2 members of staff)
Officer 14	2014/15	Public Experience	Failed to follow set procedures and not completing assigned duties	Verbal warning
Officer 15	2014/15	Life Opportunities	Unprofessional behaviour	Verbal warning
Officer 16	2014/15	Life Opportunities	Failure to record flexi-time correctly	Verbal warning

Officer 17	2014/15	Life Opportunities	Late to work	Verbal warning
Officer 18	2014/15	Life Opportunities	Breach of health and safety	Verbal warning
Officer 19	2014/15	Life Opportunities	Failed to deal with a 'no response' in a timely manner	Verbal warning
Officer 20	2014/15	Life Opportunities	Failed to follow set procedures and not completing assigned duties	Verbal warning
Officer 21	2014/15	Public Experience	Failed to follow set procedures and not completing assigned duties	Verbal warning

v) Faced disciplinary action not specified above – please specify - 6

	Year of disciplinary	Officer's department	Summary of allegation	Disciplinary/ investigation outcome
Officer 1	2011/12	Life Opportunities	Fraud	Resigned
Officer 2	2012/13	Life Opportunities	Inappropriate use of telephone and misuse of Council time	Voluntary Redundancy
Officer 3	2012/13	Public Experience	14 month driving license ban, failure to undertake full duties	Resigned
Officer 4	2012/13	Life Opportunities	Complaint about conduct at work	Performance expectations
Officer 5	2013/14	Life Opportunities	Security breaches	Final written warning, suspended from system for 18 months & downgraded

Please break down by the above categories and by the following years

2011-2012

2012-2013

2013-2014

2014-2015

2. Please include the department and/or position of the employee if possible.

3. Please also provide a full list of reasons why the action took place for each case. For example: accessing personal social security records, high absenteeism rate, drug/alcohol misuse, embezzlement, misuse of time/resources etc.

If providing this information would breach data protection regulations to include with the information requested in (1.) and (2.) – please provide the information requested in (3.) separately.

4. Providing you hold this information: for each of the financial years above, what is the estimated cost? I.e. how much money has been paid in salaries to individuals who have not been at work due to suspension? If this isn't information you hold in an accessible format, please do not delay my request to inform me, but exclude (4.) from my request.

2011-2012 - £2,565

2012-2013 - £1,914

2013-2014 - 0

2014-2015 - £7,381

These figures are an estimate and do not include any deductions such as National Insurance and Tax.

5. Over the last four financial years, how many individuals have been suspended on full pay for over 253 days? - 0