

Attachment A12

**5.0 The auditor's recommendations and the council's response**

5.1. These are set out below.

<b>Recommendation</b>	<b>Proposed response</b>
Where an individual makes a grievance against a specific member of the HR management team, an independent person should investigate any separate investigation against the individual who raised the grievance.	Agreed. This can be added as an amendment to the Grievance Procedure.
Where legal advice is obtained via telephone calls, this should be recorded formally immediately after the call and key issues confirmed with the solicitor.	Agreed. The Council's in house legal team will make records of advice provided by them as part of the usual case management process. The Chief Legal Officer can remind them of this. External solicitors should do likewise. Solicitors should proactively confirm in writing any significant advice. The Chief Legal Officer can also provide a note to CMT members to discuss at their DMT meetings emphasising the importance of making a note of legal advice and/or ensuring advice is confirmed in writing by legal advisers.
Where sensitive issues such as whether settlement agreements should be offered or whether disciplinary procedures should be taken against senior officers, notes of those meetings should be formally taken.	Agreed. A new procedure is already in place for settlement agreements to ensure that the reasons for (and arguments against) are considered carefully before entering into such arrangements. All senior staff have also been formally reminded of the need to document the reasons for decisions in a reasonable and proportionate way, and that a decision not to do something can be just as significant as a decision to do something. The Chief Legal Officer will circulate a Monitoring Officer Advice Note concerning this.