

Information request for Civil Service review of harassment and misconduct

The purpose of this request is to collect information to inform a review into whether there are ways we can strengthen our Civil Service arrangements in respect of harassment and misconduct. The data will be used to understand the baseline position on number of cases and will be reported internally within the Civil Service. The other information will inform the review of policies, processes and practices.

For the data, we are asking for information for the current year to date and the previous four years. Where the information is not held or is not easily available for specific categories or specific years, please provide a short explanation of what is available and what the limitations are – for example, being clear where the information is not held at all or where the information is held but not in a way which allows you to easily answer.

Departments are asked to complete the form below to the best of their ability and return them to [Redacted]@csep.gov.uk by **Friday 8 December**.

[Please contact \[Redacted\] if you have any questions.](#)

Department	
Completed by	
Contact details	
Completion date	

DATA ON HARASSMENT AND MISCONDUCT CASES

Harassment cases

In the tables below, we are seeking to identify harassment cases which relate to an **employee's** behaviour towards another individual.

By type of harassment complaint										
Type of case	Number of cases raised formally					Number of cases raised informally				
	Reporting year									
	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)
Disability										
Race										
Sex										
Sexual orientation										
Faith										
Other (type of case is known)										
Type unknown / cannot be identified										
Total										
Complainant										
Employee										
Other civil servant (OGD)										
Ex-employee										
Contractor										
Other public servant										
Minister / MP / SPAD										
Other										

By outcome of harassment complaint					
Outcome of formal cases	Number of cases by reporting year				
	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)
Upheld					
Not upheld					
Partially upheld					
Mediation					
Withdrawn					
Resignation					
Other (known outcome)					
Case ongoing					
Not known					

Outcome of informal cases	Number of cases by reporting year				
	2013/14	2014/15	2015/16	2016/17	2017/18
Transferred to formal process					
Mediation					
Other (known outcome)					
Case ongoing					
Not known					

ND Some cases may fall into more than one category in the table above, and numbers may therefore not fully reconcile back to the preceding table.

Disciplinary or conduct cases

In the tables below, we are seeking to identify disciplinary or conduct cases which relate to an **employee's** behaviour towards another individual.

By type of misconduct complaint					
Misconduct cases (by type of complaint the preceded it)	Number of cases by reporting year				
	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)
Disability					
Race					
Sex					
Faith					
Sexual orientation					
Other (type of case is known)					
Type unknown / cannot be identified					
Total number					

Misconduct cases (by type of complainant)	Number of cases by reporting year				
	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)
Employee					
Other civil servant (OGD)					
Ex-employee					
Contractor					
Other public servant					
Minister / MP / SPAD					
Other					

Misconduct cases by outcome	Number of cases				
	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)
Formal warning	6	2	12	3	7
Dismissal	5		4	14	7
Resignation	2		3	6	1
Other (known outcome)	9	4	9	8	3
Case ongoing				1	14
Not known	2				

Complaints raised against non civil servants

In this table, we are seeking information on complaints about harassment, conduct or behaviours which have been raised by employees against **non civil servants**.

Complaints Against	Number of cases					
	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)	
Ex-employee						
Contractor						
Customer						
Minister						
SPAD						
Other public servants						
Other (known)						
Other (not known)						
Outcome	Number of cases					
	2013/14	2014/15	2015/16	2016/17	2017/18 (year to date)	
Number investigated						
Number upheld						

POLICY QUESTIONS

1. Does your department have written policy / procedure / process/ guidance in place to address allegations where a civil servant raises a complaint against the following?

Subject of Complaint	Yes/No - please select from dropdown
Another civil servant	Yes
Ex-employee	Yes
Contractor	Yes
Customer	Yes
SPAD	Yes
Minister	Yes
Other (Please Specify)	

2. In order to identify gaps in arrangements, please identify if your department has got the following in place when addressing harassment allegations? If yes, please provide details.

Arrangements	Yes/No - please select from dropdown	If yes, please provide details
Support for employees in considering whether and how to raise an allegation?	Yes	Employees can initially contact HR, our in house counselling and wellbeing officer and EAP
Support for the complainant during the investigation period?	Yes	In house counselling and wellbeing officer and EAP
Support for the subject of the complaint during the investigation period?	Yes	In house counselling and wellbeing officer and EAP
Support for witnesses during the investigation period?	Yes	In house counselling and wellbeing officer and EAP
Clear information and signposting for managers on what to do where allegations are raised with them?	Yes	By Christmas we will have developed a route map so managers can see who to refer complaints to in HR. Any
Clear information and signposting for staff on what to do where they are aware of harassment or misconduct against others?		Yes covered under our Fairness at Work policy and reinforced through Perm Sec messages
Publicised and accessible channels for employees to use when raising a concern or case of harassment?	Yes	Information available on our intranet, this has been supported through a
Publicised and accessible channels for non-employees to use when raising a concern or case of harassment?		Yes through our complaints procedure
A written statement of expected employee conduct / values / behaviours?	Yes	Yes, through a revised standards of behaviour statement. Revised version will be complete by Christmas 2017/
Clear and publicised escalation routes for dealing with complex or sensitive cases?		Yes, informal cases dealt by line managers, formal/serious cases managed by HR
Access to trained and/ or independent investigators? (If yes, are these within your department or elsewhere?)	Yes	Investigators are mainly in house (trained members of staff), however, we have a couple of temporary
Arrangements for communicating the outcomes to all relevant parties?	Yes	Once the formal (or appeal) process is complete, an HR Professional Advisor will contact those involved and will work

3. Do you have any key gaps or concerns about your current policies, processes and practices?

We are reviewing our policies, processes and practices in light of recent events. No specific gaps, more enhancements to the policies. W
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Thank you for completing this information request. Please return it to [Redacted]@csep.gov.uk by Friday 8 December.