

Notes from Dan Haughton - Dave Killick Grievance Investigation Meeting

Held on Thursday 6th July 2017

Location: Directors Office

Present: Dan Haughton, Support Services Manager (DH)
Ben Saunders, Centre Director (BS)
Agnieszka Tomanek, HR BP (AT) (Took part via conference call)
Loraine Higgins, PA to Centre Director (LH)

Commenced: 15.50

BS welcomed all to the meeting and spoke about the grievance made by Dave Killick and that an investigation is taking place into the points he has raised. BS apologised for the late notice of the meeting.

BS – Please give me an overview of your involvement with Dave Killick whilst on suspension.

DH – I was the point of contact for Dave. I was invited into the suspension meeting and I saw Dave off the premises. I had weekly contact with Dave by phone. Dave was good with his calls which was usually around lunchtime on Monday and always wanted updates. I got updates from Sara Edwards regularly especially around the delay and then from Steve Skitt. Dave became very frustrated as he thought the investigation was taking a very long time. He thought it should have gone down the informal route instead the formal one.

BS – Were you aware of the reasons for the delay?

DH – There were difficulties with people's availability.

AT – Has Dave left you a voicemail and you responded at the end of the day?

DH – Yes if Dave couldn't hold of me on my work mobile he would leave a message on my personal mobile and I would call him back as I was leaving.

BS - Agnieszka, staff are not allowed to bring personal phones into the centre.

AT – Did this happen a lot?

DH – Sometimes possibly due to a lack of signal and operational reasons. I have taken calls from him on rest days.

BS – What information did you give to Dave about the first meeting being cancelled?

DH – His rep was not available for the first interview. Michelle Fernandes and Steve Skitt were notified and they were going to arrange another date.

BS – Was there any other reason?

DH – Not that I recall.

BS – What about HR staff going sick?

DH – Sara wanted consistency. I thought this was delayed by other people being interview when Emma Picknell went sick.

BS – Was the meeting cancelled by G4S or by Dave?

DH – I can't remember.

BS – Did you keep any record of the conversations with Dave?

DH - No not around that. Definitely one meeting was cancelled due to his rep not being available. Emma's sickness caused delays, not specific to Dave's meeting as some people had been moved to nights and some until Emma came back.

BS – Did you keep any records at all?

DH – No, I had really regular chats with Dave.

BS – What about your holiday, did you speak to Dave?

DH – I had been on holiday before and spoke to Dave. I went away at the end of May and I didn't do anything as I was going to speak to him. I didn't realise that I should have transferred the point of contact. I was driving when Dave called and I called him back after he sent me a text. Dave said not to worry.

BS – Did you inform Dave that you were going on holiday?

DH – I didn't tell him as I was intending to speak to him as normal.

BS – What issues did Dave raise?

DH – His frustration, the delays and that I didn't know what was happening with the investigation. Dave spoke about the allegations being unfounded and they could have been resolved informally. He cancelled leave and TOIL requests. He queried the suspension letter as it said he not to have with G4S staff and he had arranged to go out for someone's Birthday. I spoke to Bryony Farey and the terms were incorrect. He had concerns as he went to the same gym as other staff. Bryony said that he was not to discuss the investigation with anyone else.

AT – Yes, the letter should state that he should not to discuss the investigation with anyone else.

DH – The letter was amended and sent to Dave.

BS – How long did this take?

DH – Pretty quick, longest would be a week.

BS – Between Dave being sent the notes and him sending them back, what happened?

DH – Dave confirmed that he had the notes and he wanted another copy. I told Sara and the request was turned down. I spoke to Michelle Fernandes about him wanting an original copy and another to make the changes. I did not think it was unreasonable request. There were suspicions that Dave could bring in a conflicting set of notes to the hearing. I arranged for an envelope to be sent to him. There was a bit of resistance from G4S and it took a lot of my time.

AT – It is not normal practice to send an envelope and the person can make copies themselves. We issue one set of notes, there was no need for this and it could set precedence.

DH – No clear answer was given.

AT – Dave requested extra notes which caused extra delays. Do you know the date?

DH – No I don't know when. We discussed Dave sending back the signed notes but he would not send them back until he had this. If I had been able to tell Dave the actual reasons why he couldn't have the extra notes and envelope there wouldn't have been a delay.

BS – Let's talk about the C&R Instructor Refresher course.

DH – Dave was booked on his instructor revalidation course in June. I was brought to my attention and I began to raise it with Steve Skitt if it should be cancelled. The decision was to delay due to not knowing when Dave was coming back. In mid-May I asked Steve for a decision. Steve said to cancel it due to delays in the investigation. I made a note on my phone calendar to remind me to tell Dave but I put the note on the wrong date in the calendar which was the first day of the course. I spoke to Dave and apologised.

BS – Did you tell him what happened?

DH – I told him about the calendar error.

BS – How did he take it?

DH – He was upset and he had been embarrassed. His partner has used the last of her holiday so he was upset and angry.

BS – I changed the decision about him going but didn't realise the course had been cancelled and not reinstated.

DH – Dave spoke to Sarah Newland when I was on holiday. Dave spoke to Sarah about the training and it was agreed he should go. There was a lack of communication about the cancellation

Investigation meeting concluded at 16.29

Dan Haughton

Date

Ben Saunders

Date

Loraine Higgins

Date