

## Management Action File Notes

### 1. POLICY STATEMENT

- 1.1 British Transport Police will seek to ensure they have effective, fair and transparent procedures and processes for managing the interaction between managers and staff, which arise from events falling outside of the daily norm that require documenting, but which fall short of warranting formal misconduct, performance or attendance procedures. It will also ensure that any such process reflects the need for the organisation to record other key interactions in a structured and balanced fashion.
- 1.2 This document sets out BTP's policy on the recording of management action by way of a file note. It is intended that this policy will update and consolidate existing staff management practices to meet requirements arising from reforms to the police conduct and performance procedures proposed for 2008. Nothing contained in this policy is dependant upon the proposed legislation and is applicable to all staff.

### 2. OVERVIEW

#### 2.1 Key Terms and Definitions

- 2.1.1 **Management Action** may be defined as the required interaction between a manager and a member of staff following an event or series of events and which falls outside what may be considered to be normal daily supervision or routine management, but falls short of warranting the adoption of more formal procedures. Such action would normally include a meeting with the member of staff, highlighting the issues of concern, providing advice of direction or agreeing a plan to resolve identified problems.
- 2.1.2 **A File Note** is therefore the record of such management action and will identify:
- Advice or direction given by a manager to a member of staff in relation to their conduct or ability to carry out their job;



- A meeting or event which all parties have agreed should be committed to the individual's personal file so that its contents become part of the formal employment record, e.g. Career development issues, key welfare interventions etc;
- Agreed action following the resolution of a grievance;
- Any action plan that may be required at the conclusion of a formal misconduct or performance procedure.

### **3. APPLICABLE DATE, MONITORING AND REVIEW**

- 3.1. This policy is applicable from 23 July 2008 and will be reviewed in July 2010.

### **4. OWNERSHIP**

- 4.1. This policy is owned by the Professional Standards Department.

### **5. ASSOCIATED DOCUMENTS**

- 5.1. The following documents are associated with this policy:
- Grievance Procedures
  - Police Misconduct Procedures
  - Staff Disciplinary Procedures
  - Personal File Policy
  - Complaints Policy and Procedures
  - Police (Conduct) Regulations 2008
  - Police (Performance) Regulations 2008.