



28 April 2015

**FREEDOM OF INFORMATION REQUEST**

**Request No:** AD-IG-01(2)-2015-40  
**Key Word:** Ethnic Category  
**Subject:** Disciplinary Process and Mandatory Training

**Request:**           **Date Received:**           17/03/2015  
                          **Monitoring Date:**           19/03/2015  
                          **Date of Response:**       28/04/2015

Thank you for your request for information received on 17 March 2015 and which was dealt with under the terms of the Freedom of Information Act 2000. We would also inform you that Northern Ireland Ambulance Service (NIAS) Health and Social Care Trust has now completed its search for the information you requested and which is detailed below.

I would further apologise for the slight delay in the provision of the information and for your patience with same.

Please can you provide the following data for the period 2010-2015 (or as far back as possible in the range) by these broad ethnic groups:

**Question 1**

Data on the disciplinary process:

- Number and percentage of disciplinaries
- What are the main reasons for disciplinaries
- Outcomes of disciplinaries
- Number and percentages of dismissals

**Answer 1**

We have provided data on the calendar years of 2010/2011/2012/2013/2014 and for 01/01/2015 to 31/03/2015.

Unfortunately the data is not held in Excel format as it is extracted from two different systems and is provided tabular format below.



## **Number and Percentage of Disciplinaries**

<b>Year</b>	<b>Headcount (WTE)</b>	<b>Black</b>	<b>Asian</b>	<b>White</b>	<b>Any Other Ethnic Group</b>	<b>Ethnicity Unknown</b>
<b>2010</b>	1149	0%	0%	14 (1%)	0%	0%
<b>2011</b>	1147	0%	0%	24 (2%)	0%	15(1%)
<b>2012</b>	1175	0%	0%	19 (2%)	0%	13 (1%)
<b>2013</b>	1195	0%	0%	13 (1%)	0%	0%
<b>2014</b>	1172	0%	0%	11 (0.9)%	0%	3 (0.9%)
<b>2015</b>	1175	0%	0%	1 (0.08)%	0%	0%

## **What are the main reasons for Disciplinaries**

Main reasons for disciplinaries include allegations of:

- Negligence;
- Failure to comply with responsibilities and duties of employment position;
- Inappropriate behaviour;
- Fraud;
- Criminal Conduct;
- Road Traffic Offences.
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## **Outcomes of Disciplinaries and No. of Dismissals as a % of Disciplinaries**

The outcomes of disciplinaries included no further action required due to insufficient evidence, following disciplinary investigations; informal sanctions (including counselling and verbal warning), 1 year formal written warning, 2 year final written warning and dismissal.

<b>Year</b>	<b>TOTAL Disciplinaries</b>	<b>No of Dismissals</b>	<b>No of Dismissals as a % of Disciplinaries</b>
<b>2010</b>	17	0	0.0%
<b>2011</b>	39	2	5.1%
<b>2012</b>	32	1	3.1%
<b>2013</b>	18	0	0.0%
<b>2014</b>	14	0	0.0%
<b>2015</b>	Inv Ongoing	Not available	Not Available

## **Question 2**

Data on staff accessing non mandatory training and Continuous Professional Development (CPD) by broad ethnic groups:

- Percentages and numbers days training received
- Broken down by categories of training received (if possible)
- Your Trust's staff survey data on bullying, harassment, career progression and overall discrimination

## **Answer 2**

The Trust does not hold information on percentages and number of days training received based on broad ethnic groupings. Training provision is provided by the Trust's Regional Ambulance Training Centre but which relate mainly to mandatory training provision. A limited number of non-mandatory training courses (short courses and/or management development courses) are available to staff through the Trust's Service Level Agreement (SLA) with the HSC Leadership Centre. Non-Mandatory courses attended during 2010-2015 include:

The Right to Know  
Understanding Data Protection  
Administrative Development Programme  
Intermediate Word  
Intermediate/Advanced MS Excel  
Advanced MS Excel  
Introduction/Intermediate MS Word  
Introduction to MS Excel 2010  
Introduction to MS Excel  
Financial Guidance For Retirement  
Business Objects  
Business Objects  
Business Objects  
Introduction to MS Project  
Advanced MS Excel  
Intermediate MS Word 2010  
The Developing Leader  
Managing Difficult Situations  
Managing Difficult Situations  
The Developing Leader  
Managing Difficult Situations  
Staff Informatics Development Programme  
The Developing Manager

Paramedics are required by their regulatory body, the Health & Care Professions Council, to maintain up to date CPD portfolios, as there is no requirement for NIAS to provide CPD training. However, Clinical Support Officers offer frontline ambulance staff the opportunity to attend CPD events in their own time, the number of events and topics vary from local Divisional areas and we do not hold centralised information on same.

We have also attached the Trust's most recent staff survey which includes an area on violence, bullying, harassment etc.

I hope the above and attached fully assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to the Finance and ICT Director, Northern Ireland Ambulance Service (NIAS) HSC Trust, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG.

If following an internal review, carried out by an independent decision maker, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the Trust has complied with the terms of the Freedom of Information Act.

You can write to the Information Commissioner at:

Website: [ni@ico.org.uk](mailto:ni@ico.org.uk)

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, CHESHIRE SK9 5AF

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion. Please be advised that NIAS replies under Freedom of Information may be released into the public domain via our website @ <http://www.niamb.co.uk>.

Personal details in respect of your request will have, where applicable, been removed to protect confidentiality.

Yours sincerely

*Alison Vitty*

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**Alison Vitty (Miss)**  
**CORPORATE MANAGER**