

23 April 2009

Dear

**Freedom of Information request: Ref: 2009/03/010**

I wish to respond to your request for information under the Freedom of Information Act as per your numbered questions below:

**Request 1**

- 1a) What course of action would the Council take on an employee if that employee was found to have been sending racist and sectarian emails to other members of staff on a work computer during working hours?**

Council would conduct a full investigation into the allegation in accordance with the Disciplinary Procedure. Action taken would be determined by the Disciplinary Panel in accordance with Procedure.

- 1b) What course of action would the Council take on a line manager if an employees line manager was aware that the employee in question was sending racist and sectarian emails to other members of staff on a works computer during working hours and took no disciplinary action?**

Council would conduct a full investigation into the allegation in accordance with the Disciplinary Procedure. Action taken would be determined by the Disciplinary Panel in accordance with Procedure.

**Request 2**

- 2a) How many Council requests for quotations have been readvertised in the last 12 months?**

None.

- 2b) What are the official reasons for these request for quotations being readvertised?**

Not applicable.

**Request 3**

- 3a) How many formal complaints of Bullying and Harassment have been made, under any policy, in the last 5 years?**

7 complaints have been made (1 relating to harassment from a member of the public).

**3b) What is the statistical breakdown of how these formal complaints have been disposed: ie, upheld, not upheld, investigation in progress, etc**

1 complaint was upheld

2 complaints were not upheld

3 complaints were resolved during the investigation stages

1 complaint is in progress

**3c) How many of these decisions have been appealed?**

1 decision was appealed.

I trust this answers your request however if you have any queries please do not hesitate to contact me.

Yours sincerely

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**Elaine McElhill**  
**Records Management Officer**  
**Antrim Borough Council**