

For publication

Disciplinary and Grievance Policies (EC000)

Meeting: Employment and General Committee

Date: *10th April 2017*

Report by: Sandy Gillham-Hardy, HR Officer

For publication

1.0 Purpose of report

1.1 To provide information regarding the introduction of a revised Disciplinary policy and Grievance policy and to recommend for approval.

2.0 Recommendations

2.1 That the new Disciplinary and Grievance policies be approved.

3.0 Background

3.1 Both of the policies are overdue due for renewal and have been drawn up in accordance with employment law, ACAS guidelines and best practice.

3.2 The proposed Disciplinary policy provides guidance for all employees and managers on how to handle situations where conduct of an individual is below the standard expected by the organisation.

3.3 The Disciplinary policy has been redrafted and the main changes are:-

- Revision in levels of decision making;
- Employees sanctioned for disciplinary matters lose right to automatic incremental progression during sanction period;
- Employees sanctioned lose right to progression during period of sanction;
- New statutory duty to refer employees for inclusion on Disclosure and Barring List if the offence is related to a safeguarding matter;
- Changes to right of representation at the informal stage;
- Grievances raised during the process considered at appeal stage rather than suspending disciplinary process unless related to bullying or harassment. Extension of 1 week for date of hearing;
- Removal of all reference to capability action (now covered in separate policy);
- Case investigator appointed outside management chain;
- Review of suspension every two weeks not four;
- Levels and durations of warnings;
- Reference to previous disciplinary record where matter related and of a serious nature.

3.4 The proposed Grievance policy aims to ensure that individual members of staff who feel aggrieved about the way that they have been treated, either by management or by their colleagues, are given every opportunity to express their views and have the issues they have raised resolved in a fair and just manner.

3.5 The Grievance policy has been redrafted and only minor changes made.

3.6 To support the implementation of the revised policies training and guidance will be provided to managers to not only ensure that the policies are implemented consistently across the council but also to support managers to feel confident with the delivery of the policies.

4.0 **Proposed procedure**

4.1 The new Disciplinary policy can be found at appendix A and a full Equality Impact Assessment has been completed and is attached at appendix B.

4.2 The new Grievance policy can be found at appendix C and a full Equality Impact Assessment has been completed and is attached at appendix D.

5.0 **Employer/Trade Union Meeting**

5.1 The proposed policies have been submitted to the employer/trade union meeting on 20 January 2017 and any amendments from that meeting have been incorporated into the policies.

6.0 **Recommendations**

6.1 That the new Disciplinary and Grievance policies be approved.

Document information

Report author	Contact number/email
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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	Disciplinary Policy
Appendix B	Disciplinary Policy Equality Impact Assessment
Appendix C	Grievance Policy
Appendix D	Grievance Policy Equality Impact Assessment