

Agenda Item No:

Report No:

Report Title: Disciplinary Procedure

Report To: Employment Committee

Date: 12 October 2009

Ward(s) Affected: All

Report By: Head of Business Services

Contact Officer(s): John Clark, Head of Business Services

Purpose of Report:

To update the Council's disciplinary procedure to reflect recent changes to the statutory code of practice on disciplinary and grievance procedures.

Officers Recommendation(s):

- 1 That the Disciplinary Procedure at Appendix A is adopted.

Information

- 1 Recent changes to the statutory ACAS code of practice have prompted a review of our disciplinary procedure and the revised version is attached at Appendix A. The main changes to the code of practice were the removal of some of the more procedural steps that had to be followed if any action was not to be automatically unfair. However there are no fundamental changes to the procedure which still needs complaints to be investigated, a hearing to be held, warnings given etc.
- 2 I have taken the opportunity to remove some of our procedural steps e.g. the conduct of appeals, from the procedure itself to simplify and shorten it. Instead these will be set out in separate documents and stored on the Council's intranet for use when necessary.

Background Papers

ACAS Code of Practice on Disciplinary and Grievance Procedures

ACAS Guide to Discipline and grievances at work