

Agenda Item No: 6 **Report No:** 16/14
Report Title: Disciplinary and Grievance Procedure Report
Report To: Employment Committee **Date:** 13 January 2014
Report By: HR Manager
Contact Officer(s)-

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Purpose of Report:

To update the Councils' Grievance and Disciplinary Procedures.

Officers Recommendation(s):

- 1 To note the report and agree the implementation of these revised policies within the organisation.

Reasons for Recommendations

- 2 The Council seeks to review its existing HR policies regularly to ensure they are up to date, in line with current Employment Law and fit for purpose. These revisions are undertaken with consideration to ACAS best practice guidance, the needs of the business and comments from Unison.

Information

- 3 **3.1** There have been minor changes to the ACAS Code of Practice on both matters which have been considered in these revisions.

3.2 The most notable changes to these policies are the inclusion of references to Agile Working, the inclusion of guidance notes for managers and standard forms to simplify the grievance procedure as well as updating the references in both to Corporate Heads of Department and/or Senior Managers as the structure of the Organisation has changed and these exact job titles might not exist in the future.

3.3 The Council has few grievances each year between 5 and 10 disciplinarily hearings most years but it is hoped these revised policies alongside the guidance for managers and standard forms will make the procedure more streamlined and easy to follow for all involved.

3.4 HR submitted these policies to Unison for their comments during November 2013. Unfortunately, Unison were not able to respond with their comments in time for the deadline of submission of this report. However, the comments they

have made are minor and do not affect the structure, content or style of these policies. It is therefore requested that the Committee note and approve these policies on the understanding that final discussion between HR and Unison will take place before they are implemented.

Financial Appraisal

- 4 There are no financial implications of this report.

Legal Implications

- 5 The Legal Services Department have been asked for comments but none had been received at the date this report was submitted.

Sustainability Implications

- 6 I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

Equality Screening

- 7 These policies were subject to a full Equality Impact Assessment in their existing form and an Initial Assessment has been undertaken by the HR Officers in consultation with the Council's Equalities Officer for these revisions.

Background Papers

- 8 ACAS Code of Practice on Disciplinary and Grievance Procedures
http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf

ACAS Guide to Discipline and Grievances at Work
[http://www.acas.org.uk/media/pdf/s/o/Acas-Guide-on-discipline-and-grievances_at_work_\(April_11\)-accessible-version-may-2012.pdf](http://www.acas.org.uk/media/pdf/s/o/Acas-Guide-on-discipline-and-grievances_at_work_(April_11)-accessible-version-may-2012.pdf)

Appendices

- 9 Appendix 1 - Revised Disciplinary Procedure
Appendix 2 - Guidance Notes for Managers for Disciplinary Procedure
Appendix 3 - Revised Grievance Procedure
Appendix 4 - Guidance Notes for Managers for Grievance Procedure
Appendix 5 - Summary of Grievance Procedure
Appendix 6 - 2 x forms for use during Grievance Procedure