

Report to: Joint Staff Advisory Committee

Date: 7 December 2020

Title: Disciplinary Policy

Report of: Helen Knight, Head of HR

Ward(s): All

Purpose of report: To align the policies of Lewes District and Eastbourne Borough Councils regarding the Councils' disciplinary process and procedure.

Officer recommendation(s): (1) To note new policy.

Reasons for recommendations: To ensure that the Councils have an aligned disciplinary procedure.

Contact Officer(s): Name: Helen Knight
Post title: Head of HR
E-mail: helen.knight@lewes-eastbourne.gov.uk
Telephone number: 07966 645102

Name: Becky Cooke
Post title: Assistant Director for HR and Transformation
E-mail: becky.cooke@lewes-eastbourne.gov.uk
Telephone number: 01323 415106 or internally on extension 5106.

1 Introduction

- 1.1 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices.
- 1.2 There are no significant changes to the policies previously held by both councils, aside from the panel membership for appeals against dismissal which has been discussed and agreed at previous Joint Staff (Eastbourne) and Employment Committee (Lewes) meetings.
- 1.3 A review of the existing policies regarding flexible working across Lewes and Eastbourne has been undertaken and a new policy developed.

2 Information

2.1 This revised policy will be implemented by publication on the Councils' intranet known as 'The Hub' following approval with communication to all staff and training and guidance issued to managers.

2.2 Unison has been consulted on the new policy and did not have any comments.

3 Resource Implications

3.1 The implementation of this revised policy should have no financial impact.

4 Conclusion

4.1 The members of Joint Staff Advisory Committee are asked to note this report.

5 Financial Appraisal

5.1 There are no financial implications as a result of this report.

6 Legal implications

6.1 There are no legal implications arising from this report.

7 Appendices

7.1 Appendix 1 - Eastbourne Borough Council and Lewes District Council Disciplinary Policy

7.2 Appendix 2 - Equality and Fairness Analysis on aligned Disciplinary Policy

8 Background papers

8.1 There are none.