



**Corporate Policy and
Resources Committee**

10 January 2019

Subject: Review of the Disciplinary Procedure

Report by:

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Purpose / Summary:

To review the Disciplinary Procedure and
recommend changes to be adopted.

RECOMMENDATION(S):

That members support the attached Disciplinary Procedure for formal adoption.

Delegated authority be granted to the Executive Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources committee and Chairman of Joint Staff Consultative committee.

IMPLICATIONS

Legal:

Financial: FIN-181-19 - There are no changes to the policy which impact the finances of the council

Staffing: None

Equality and Diversity including Human Rights:

West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment:

Climate Related Risks and Opportunities:

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1. Introduction

The council has a Disciplinary Procedure which has needed reviewing, this review has taken place and an amended policy is brought to committee for support.

2. Purpose

To ensure the council has a consistent and fair procedure in place.

3. Scope

This policy applies to all employees within the council with exceptions for statutory officers.

4. Engagement

The policy has been reviewed by the HR team and sent to unison and staff representatives for comment.

5. Training and Awareness

This policy will be made available to view on the Minerva site and hard copies available at the depots once formally agreed.

A clear communication will be sent to Managers to make them aware that the policy has been reviewed and to update them on their responsibilities. Training and support will also be offered by HR in the implementation and application of this policy.