



CPR Chairs Brief

29 August 2023

**Subject: Recommendation from the Joint Staff Consultative Committee -
Review of the Disciplinary Procedure**

Report by:

Director of Corporate Services

Contact Officer:

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Purpose / Summary:

To approve the Disciplinary Procedure and agree the recommend changes.

RECOMMENDATION(S):

- 1) That members support the recommendation from the Joint Staff Consultative Committee and approve the policy for immediate adoption; and
2. That any future minor housekeeping amendments be delegated to the Director Corporate Services in consultation with the Chairs of Joint Staff Consultative Committee and Corporate Policy and Resources Committee

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial: There are no changes to the policy which impact the finances of the council.

(N.B.) All committee reports **MUST** have a Fin Ref

Staffing : None

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights :

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

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.

Equality Impact Assessment completed.

Data Protection Implications:

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

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

Risk Assessment :

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

Executive Summary

Introduction: The council has a Disciplinary Procedure and a set of Disciplinary Rules that needed reviewing. This review has taken place and an amended policy and set of rules is brought to committee for support. A list of proposed changes is set out on the following page.

Purpose: To ensure the council has a clear, consistent, and fair procedure in place.

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

Engagement: The policy has been reviewed by the HR team and sent to Unison, GMB and staff representatives for comment.

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.

The Joint Staff Consultative Committee considered this Policy at its 6 July meeting and recommended that the Policy as presented to them be approved by the Corporate Policy and Resources Committee .