



**Corporate Policy and  
Resources Committee**

**14 December 2017**

**Subject: Review of the Disciplinary Rules**

Report by:

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Purpose / Summary:

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

**RECOMMENDATION(S):**

That members of the Corporate Policy and Resources Committee adopt the  
attached Disciplinary Rules.

Delegated authority be granted to the 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 the  
Joint Staff Consultative Committee.

## IMPLICATIONS

**Legal:** Good practice is for the council to have clear rules displayed for staff.

**Financial:** 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:**

None.

**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

**Key Decision:**

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

Yes

No

## **1. Introduction**

The council has a Disciplinary Rules document which supports the Discipline at Work Guidance document. In line with good practice and capturing internal learning the Disciplinary Rules document has been reviewed.

## **2. Purpose**

The Council recognises the importance of providing staff and managers with clear guidance around the standards of behaviour which are expected by the council.

## **3. Consultation**

The reviewed policy has been fully supported by Joint Staff Consultative Committee on 27<sup>th</sup> November 2017.

## **4. Scope**

This policy applies to all employees within the council.

## **5. Main Changes**

A separate sheet has been included to clearly show the changes that have been recommended.

## **6. Engagement**

The policy has been reviewed by the HR team and views have been sought from managers, Unison and staff representatives. Legal services have also reviewed and signed off the amended document. Feedback has been incorporated into the updated document.

## **7. 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.

## **8. Recommendation**

That members of the Corporate Policy and Resources Committee adopt the attached Disciplinary Rules.

Delegated authority be granted to the 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 the Joint Staff Consultative Committee.