

Personnel Committee

Proposed Joint Local Discipline and Dismissal Policy, Procedures and Guidance for Statutory Officers of Chief Executive/Monitoring Officer/Section 151 Finance Officer

Proposed Joint Disciplinary Policy and Procedures

19 January 2012

Report of the Head of Transformation

PURPOSE OF REPORT

- 1.1 The purpose of this report is to request approval from the Committee of the new joint Councils policy on Discipline and Dismissal Policy, Procedures and Guidance for Statutory Officers of Chief Executive/Monitoring Officer/Section 151 Finance Officer (**APPENDIX A**) and the Joint Disciplinary Policy and Procedures for all staff (**APPENDIX B**). These two policies are intended to cover all staff employed by both South Northamptonshire Council and Cherwell District Council.

This report is public

Recommendations

The Committee is recommended to:

Approve the two disciplinary and dismissal policies and procedures for statutory officers and all staff in **APPENDICES A and B**

Executive Summary

1 Introduction

Disciplinary rules and procedures are necessary for encouraging fairness and consistency in the treatment of people at work. It is recognised that effective performance monitoring and managerial support should reduce the need for formal disciplinary action.

These procedures have been developed to provide a fair and consistent process for specifically dealing with disciplinary action and dismissals, appeals, compromise agreements, and the use of suspension and carrying out investigations for Chief Executives, Statutory for Chief Executives, Statutory Monitoring Officer and Section 151 Finance Officers specifically

and for all other employees.

2 Proposals

- 2.1 These two new joint policies promote the use of both informal and formal disciplinary measures to improve the performance of an employee with a view to helping them to fulfil their duties and responsibilities successfully.
- 2.2 In developing this new policy, reference has been made to both Councils existing Disciplinary policies and procedures.
- 2.3 The Staff Disciplinary Policy and Procedures contains a series of Appendices which will support the disciplinary process, adding Guidance to the investigating officers and managers.
- 2.4 It should be noted that, upon the assumption that both of the appended policies are adopted in due course it will be necessary for consequential amendments to be made to the terms of reference of the Joint Personnel Committee and the Joint Appeals Committee, and also the Officer Employment Procedure Rules.

3 Conclusion

- 3.1 Without these policies in place the Council will not be up to date with the ACAS Code and employment law and the policies provide a robust process for dealing with disciplinary issues.

Key Issues for Consideration/Reasons for Decision and Options

The Council has an obligation to ensure its policies and procedures remain up to date in relation to the law and best practise

The following options have been identified. The approach in the proposal is believed to be the best way forward:

Option One Approve the revised Disciplinary Policies.

Option Two Retain current policy

Consultations

Trade Union The Trade Union provided feedback which has been incorporated into the revised policy.

Staff Consultation Group The Staff Consultation Group provided feedback which has been incorporated into the revised policy.

Implications

Financial:	<p>There are no financial implications arising directly from this report.</p> <p>Comments checked by Karen Muir, Corporate System accountant 01295 221559</p>
Legal:	<p>There are no legal implications arising directly from this report.</p> <p>Comments checked by Kevin Lane, Head of Law and Governance</p>
Risk Management:	<p>In adopting the revised policy the Council seeks to provide a robust process to employees and managers to protect the Councils</p> <p>Comments checked by Karen Muir, Corporate System Accountant 01295 221559</p>

Wards Affected

ALL

Document Information

Appendix No	Title
Appendix A	Local Discipline and Dismissal Policy, Procedures and Guidance for Statutory Officers of Chief Executive/Monitoring Officer/Section 1 Finance Officer
APPENDIX B	Staff Disciplinary Policy and Procedures
Background Papers	
N/A	
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