

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF FULL COUNCIL ON 11 NOVEMBER 2020

**SUBJECT:** Disciplinary Procedure for Employees

**REPORT AUTHOR:** Karen Pearce, Human Resources Manager

**DATE:** 24 September 2020

**EXTN:** 37807

**PORTFOLIO AREA:** Corporate Support

### **EXECUTIVE SUMMARY:**

A revised Disciplinary Procedure was approved at the Formal Unison/Employer Consultation Meeting on 23 September 2020. This procedure needs formal approval by Full Council before it can be adopted.

### **RECOMMENDATIONS:**

- (1) The Council is requested to approve and formally adopt the Disciplinary Procedure;  
and
- (2) Ask the Group Head for Corporate Support to be authorised to make any further consequential changes to the Policy.

### **1. BACKGROUND:**

A revised Disciplinary Procedure was presented at the Formal Unison/Employer Consultation meeting on 23 September 2020 by Karen Pearce, Human Resources Manager. The disciplinary procedure sets out the process to be followed should an allegation of misconduct be raised against an employee, this includes information on when suspension may be invoked, the investigation, hearing and appeal process. The disciplinary procedure follows the principles of the ACAS guidance and therefore the changes made are for clarity and ease of reference. A copy of the revised Disciplinary Procedure is attached.

### **2. PROPOSAL(S):**

Members are asked to approve the revised Disciplinary Procedure for adoption by the Council.

### **3. OPTIONS:**

To adopt the revised procedure, this has been updated and provides greater clarity on the process for Managers and staff.

To reject the revised procedure and the Council will continue to use the current disciplinary procedure.

**4. CONSULTATION:**  
 HR Management has consulted with Unison Representatives at informal meetings and the final version was agreed at the Formal Unison/Employer Consultation Meeting.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)	Unison	

<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		

**6. IMPLICATIONS:**  
 There are certain elements of the current procedure that has required further explanation, such as the circumstances as to when suspension is appropriate. The revised procedure offers greater clarity and therefore without the adoption of this procedure, clarification on points of process will continue to be sought.

**7. REASON FOR THE DECISION:**  
 The Disciplinary Procedure is a legal requirement and is required to ensure that claims of misconduct against employees are dealt with fairly and consistently.

**8. BACKGROUND PAPERS:**  
 A copy of the revised Disciplinary Procedure.