

Disciplinary Policy

Purpose

The purpose of the policy is to outline the expected standards of conduct and to outline what will happen if the conduct of employees falls below that what is expected.

The policy is designed to benefit employees and managers by providing a fair and consistent process for dealing with conduct matters in a timely manner. It also aims to support employees to make the necessary changes to improve conduct. It also ensures compliance with employment legislation.

Managers in consultation with HR are responsible for applying the policy.

Inconsistent or bias application of the policy would prevent the effectiveness of the policy from a corporate perspective. This would also put the council at risk if employment legislation is breached.

Evidence

The application of the policy will be monitored. Evidence on the fairness/ consistency of the policy can also be gathered through complaints and appeals against its application and sanctions.

Although HR are aware of those issues which are dealt with formally in terms of the policy, HR may not be informed of any informal discussions that take place between managers/employees therefore these cannot be monitored. This could be included in the policy to ensure such details are kept centrally (in HR).

Information on its application is broken down into the Equality groups and reflected in the workforce plan.

This information is widely available to stakeholders, managers/trade union and staff.

Impact

Through equality monitoring, any trends in the disproportionate application of the policy can be identified and dealt with as currently. Whilst no specific negative impact has been identified, continual monitoring is essential in order to deal with any potential negative impact.

Actions

Continual monitoring and dissemination of the application with the equality groups and reflected in the workforce report.

Consultation with Managers and Trade Unions (eg, through LJCC) on its consistent application and review the reasons for appeals/complaints regarding its application.

Ensure that reasonable adjustments are considered for those with protected characteristics. For example, an exception was made in allowing a friend to accompany and employee to act as interpreter because English was not his first language. This ensures that any disadvantage is addressed appropriately. This can be reinforced within a revised policy and through training for managers.

Training for Managers on the consistent application of the policy.

Remind Managers of the importance of notifying HR of any informal actions to ensure consistency.

Identify, through competency framework and performance development reviews, any gaps in managers' knowledge and provide appropriate training.

Joanne Wolfendale, December 2012