



CABINET – 29TH JULY 2015

SUBJECT: DRAFT DISCIPLINARY POLICY AND PROCEDURE

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

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- 1.1 The attached report, which sought the views of Members on proposed amendments to the Disciplinary Policy and Procedure for employees of Caerphilly County Borough Council, was considered by the Policy and Resources Scrutiny Committee on 14th July 2015, prior to its presentation to Cabinet.
 - 1.2 Key changes to the Policy (which was last revised in 2010) include the introduction of a verbal warning as a means of dealing with less serious cases of misconduct, the removal of references to attendance issues (as this is now addressed via the Managing Sickness Absence Policy), the time limit to submit an appeal to be set as 10 days for all appeal types, and the introduction of a fast track process to deal with less serious matters of misconduct.
 - 1.3 Officers advised that the duration of disciplinary sanctions for a verbal, written and final warning would be set at 6, 12 and 18 months respectively. During the consultation process, it had been suggested that the sanction duration could be harmonised in line with those applied to teaching staff (3, 6 and 12 months), a stance supported by the Trade Unions. Officers advised that 12 months was deemed appropriate for a written warning following instances of serious misconduct.
 - 1.4 The revised Policy will apply to all Caerphilly employees, workers and contractors, and will also apply to non-teaching school-based staff where the Scheme is adopted by the School Governing Body. The revised Policy does not cover the Chief Executive, the Council's Monitoring Officer or the Council's Section 151 Officer as separate disciplinary procedures apply to these posts.
 - 1.5 Following consideration of the report, the Policy and Resources Scrutiny Committee recommended to Cabinet that for the reasons contained therein, the revised Draft Disciplinary Policy and Procedure as appended to the report be adopted. By a show of hands, this was unanimously agreed.
 - 1.6 Members are asked to consider the recommendation.

Author: R. Barrett, Committee Services Officer, Ext. 4245

Appendices:

Appendix 1 Report to Policy and Resources Scrutiny Committee on 14th July 2015 – Agenda Item 7