

**Bolsover District Council**

**Union/Employee Consultation Committee**

**12th March 2015**

<b>Review of Disciplinary Policy</b>
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**Report of the Assistant Director (Human Resources and Payroll)**

This report is public

**Purpose of the Report**

- To ask UECC to consider the attached draft disciplinary policy and to recommend this for approval by Council

**1 Report Details**

- 1.1 A variety of documents exist currently at Bolsover District Council which cover the disciplinary process. In an attempt to bring the policy issues together into one document, the draft attached at Appendix 1 has been produced.
- 1.2 Several of the existing documents cover advice and guidance and the relevant content from these form part of a separate procedural document for managers.
- 1.3 Owing to a reluctance by the Trade Union side to move forward with approval of the Policy without first having sight of the management guidelines, these were circulated in December 2014 and are attached at Appendix 2 for information. However, it should be noted that these are guidelines to assist managers in implementing the policy only, and as such do not form part of the policy. Therefore they will not be part of the document submitted to Council for approval.

**2 Conclusions and Reasons for Recommendation**

- 2.1 The purpose of the report is to ask UECC to consider the new draft Disciplinary Policy and seek agreement that the Policy should be recommended to Council for adoption.

**3 Consultation and Equality Impact**

- 3.1 Discussions on the draft policy have already taken place with senior managers and with trade union representatives.

- 3.2 The management guidelines were circulated to Trade Unions in December. As these do not form part of the Policy itself, it is hoped that the Policy can now be moved forward for adoption by the Council.

#### **4 Alternative Options and Reasons for Rejection**

- 4.1 None arising directly from this report

#### **5 Implications**

##### **5.1 Finance and Risk Implications**

None arising directly from this report.

##### **5.2 Legal Implications including Data Protection**

Full account has been taken of relevant legislation and case law, as well as the ACAS Code of Practice on Discipline.

##### **5.3 Human Resources Implications**

This Policy was originally drafted for consideration by both Bolsover District Council and North East Derbyshire District Council for application to employees at both locations in order to facilitate consistency of approach by joint senior managers. It was approved at NEDDC in October 2014, and once approval has been granted at BDC, joint training will be provided to assist with the implementation of the policy.

#### **6 Recommendations**

- 6.1 That UECC consider the draft Disciplinary Policy attached at Appendix 1 and recommend this to Council for approval.

#### **7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	N/A
<b>District Wards Affected</b>	N/A
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 Document Information

Appendix No	Title
1	Draft Disciplinary Policy
2	Management Guidelines
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
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