

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Grievance Policy
Meeting/Date:	3 February 2016
Executive Portfolio:	Councillor S Cawley - Executive Councillor for Organisational Change and Development
Report by:	Anna Marsh – Lead HR Manager (LGSS)

Executive Summary: To present a revised Disciplinary Policy to Employment Panel for comment.

1. PURPOSE

- 1.1 Huntingdonshire District Council (HDC) are committed to the effective management of conduct at work to ensure the efficient provision of services and the safety and well-being of employees and the general public.
- 1.2 The disciplinary procedure provides managers with a framework to address alleged breaches of expected standards of conduct as detailed in the Code of Conduct and the Disciplinary Rules.

This principles of the policy are:

- based on the concepts of ‘natural justice’;
- to ensure both fairness and equitableness in applying the policy;
- to allow employees to be informed of the complaint against them, as soon as is practicable, and to be given an opportunity to state their case before decisions are reached, and
- to clarify employees’ right to be accompanied and/or represented at all formal stages of the process (except when being suspended);

This policy has been developed by the LGSS HR Advisory team through the use of HDC attended focus groups and the input from Staff Council, which has allowed this policy to be flexible to meet the needs of the different services within HDC.

2. BACKGROUND

- 2.1 The existing HDC Disciplinary Policy requires updating to ensure a well-defined process exists for dealing with issues of alleged breaches of expected standards of conduct as detailed in the Code of Conduct and the disciplinary rules.

3. KEY IMPACTS

- 3.1 Members’ attention will be drawn to the changes to HDC Disciplinary Policy at the meeting and the rationale for the amendments and additions will be

provided.

4. WHAT ACTIONS WILL BE TAKEN FOR IMPLEMENTATION

4.1 Following endorsement from the Employment Panel, this Policy will be communicated with employees and managers.

5. CONSULTATION

5.1 The HR team have engaged with Staff Council and their comments have been taken into account in the final version of the policy.

6. OTHER IMPLICATIONS

6.1 An Equality Impact Assessment will be completed before implementation, once the final policy is agreed.

7. LIST OF APPENDICES INCLUDED

Appendix 1 -- Disciplinary Policy

Recommendation(s):

Employment Panel are asked to endorse the Policy and to approve its implementation.

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