

APPENDIX 2 - Disciplinary Policy Review

The disciplinary policy applies to staff below Head of Service level on NJC terms and conditions. The procedure for Heads of Service and above is as detailed in the JNC terms and conditions of service.

	Current RBC	Proposed
Suspension	<p>Suspension may take place: Where an allegation could constitute gross misconduct; where relationships have broken down or where it is considered that there are risks to the councils property or responsibilities to other parties Only Directors have the authority to suspend staff.</p>	<p>Suspending Officer: Head of Service, or in their absence, Executive Director. Employee notified in writing.</p> <p>It is proposed that suspension is agreed by Head of Service or their designated officer based on where an allegation could constitute gross misconduct; where relationships have broken down or where it is considered that there are risks to the Council's property or responsibilities to other parties.</p>
Investigation	<p>Investigation: carried out by Director/alternative manager who are appropriately trained Line manager should be investigating manager (time off normal duties to carry out investigation)</p>	<p>Investigation Officer to be appointed by Hearing Officer.</p> <p>Investigating Officer to be from a different service area to the Hearing Officer and the individual being investigated.</p>
Hearing Officer	<p>Head of Service or, in the instance of gross misconduct, where dismissal is a potential outcome, an Executive Director.</p>	<p>Head of Service</p>
Actions/Sanctions	<p>Informal action: Head of Service/Directors can issue an informal oral warning</p>	<p>Informal Warning: This should be given by Line Manager and documented but not held on personnel file.</p>

	Oral Warning – held on file for 6 months	Verbal Warning: held on file for 6 months
	Written warning – 12 months	Written Warning: held on file for 12 months
	Final written warning – 24 months	Final Written Warning: held on file for a minimum of 12 months (in exceptional circumstances can be extended up to a maximum of 24 months)
	Demotions/loss of seniority – permanent (file record disregarded after 12 months) Loss in increment/suspension without pay – 12 months	Sanction short of dismissal: Permanent demotion/loss of seniority. Guidance on consideration of sanction to be included in revised policy. For disciplinary purposes record to be held on file for 12 months, with option of up to 24 months
	Dismissal	Dismissal
Appeals	Appeals to be heard by panel of elected members for all sanctions.	Appeal Hearing Officer for sanctions up to and including final written warning: Executive Director Appeals against dismissal heard by panel of elected Members.