

Surrey Heath Borough Council
Employment Committee
28th March 2024

Disciplinary Policy

Strategic Director/Head of Service	Sally Kipping
Report Author:	Julie Simmonds – HR Manager
Key Decision:	No
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee information on our Disciplinary Policy following a review with the aim of giving managers and staff updated information. All changes to the policy are tracked change for ease.

Recommendation

The Committee is advised to RESOLVE that the revised Disciplinary Policy, as set out at Annex A to this report, be adopted.

1. Background and Supporting Information

- 1.1 The Disciplinary Policy has been reviewed to update information and guidance for Managers and ensure they follow correct processes.
- 1.2 This policy was reviewed by the Joint Staff Consultative Group on 7th March 2024 and has been amended with the Group's comments accordingly.

2. Reasons for Recommendation

- 2.1 To give Managers and staff clear information of how Disciplinary within the council works.

3. Proposal and Alternative Options

- 3.1 To agree the Disciplinary Policy for adoption with the amendments.

4. Contribution to the Council's Five Year Strategy

- 4.1 No matters arising.

5. Resource Implications

5.1 n/a

6. Section 151 Officer Comments:

6.1 This policy was taken to CMT for their comments on 20th February 2024.

7. Legal and Governance Issues

7.1 n/a

8. Monitoring Officer Comments:

8.1 This policy was taken to CMT for their comments on 20th February 2024.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 n/a

Equalities and Human Rights

9.2 Equality Impact Assessment will be completed.

Risk Management

9.3 n/a

Community Engagement

9.4 n/a

Annexes

Annex A - Disciplinary Policy