

CYNGOR SIR POWYS COUNTY COUNCIL Disciplinary Policy

This policy and procedure sets out Powys County Council's (the Council's) disciplinary process. It applies to all staff employed by the Council (not including Teachers)

It is necessary for the proper operation of Powys County Council's business and the health and safety of the Council's employees that the Council operates a disciplinary procedure. The Council's procedure observes the ACAS Code of Practice on disciplinary procedures which is issued under the Trade Union and Labour Relations (Consolidation) Act 1992 and came into effect on 6th April 2009. The following procedure will be applied fairly in all instances where disciplinary action is regarded as necessary by the Council's management. Where appropriate POVA and POCA Procedures will apply. In certain circumstances consideration may be given to restrictions or suspension from duty to allow a fair investigation.

Procedure

Informal Process - cases of minor misconduct are best dealt with informally by the line manager as quickly as possible. Utilise 1-2-1 meetings and supervision sessions to ensure any poor conduct or performance is dealt with in a reasonable manner. Failure to satisfactorily address this conduct or performance will result in the formal disciplinary process being followed

Formal Process – Any matter unresolved informally or that is reasonably felt to require more formal disciplinary action should follow the formal disciplinary process.

- All concerns to be thoroughly investigated.
- Should it be found that there is **no case to answer** the employee will be informed.
- Should it be found that there is a **case to answer for Misconduct** then a first formal meeting is held with the employee. The outcome of this meeting could be that no further action is taken or that a first written warning is issued.
- Should there be a **case to answer for serious misconduct or gross misconduct** then the case progresses to a formal disciplinary hearing.
- For both meetings there is the **right to appeal**. The decision of that appeal panel is the final decision within the Councils internal process.

It should be noted that:

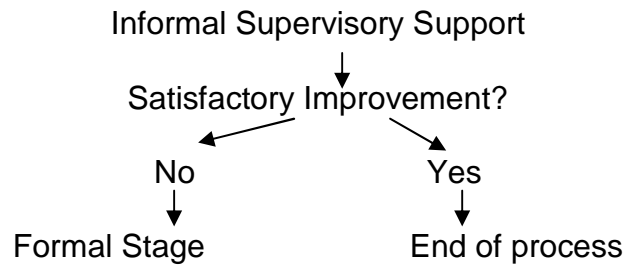
- Employees have the right to be accompanied at all stages of the formal process by a Trade Union representative or work based colleague.

Full guidance on all aspects of the above can be found in the accompanying Disciplinary Guidance Framework.

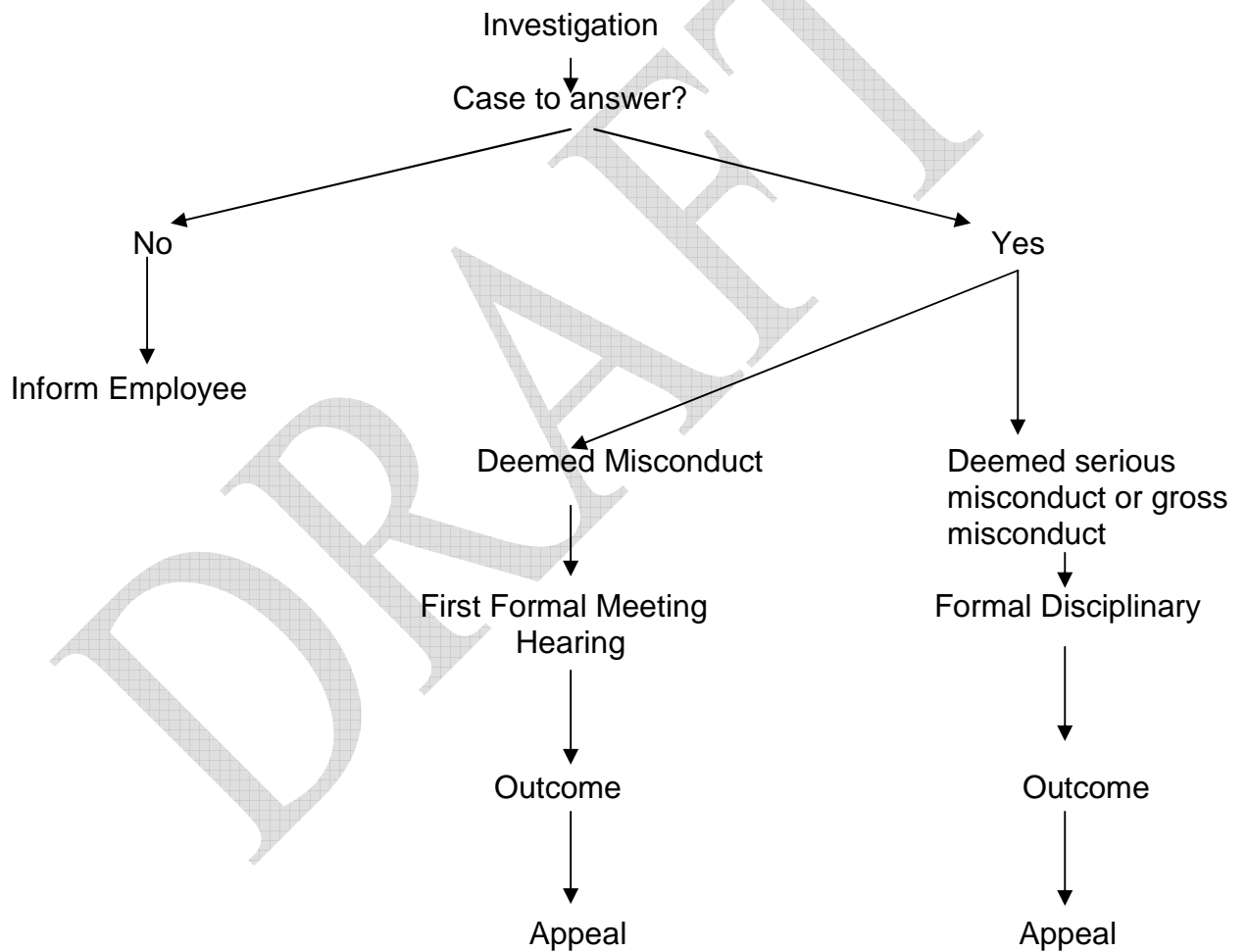
This policy is linked to:

Powys County Council – Disciplinary Framework Process

Informal Process



Formal Process



End of Powys County Council internal procedures.