

EXECUTIVE BOARD
23RD September 2019

MODEL DISCIPLINARY POLICY & PROCEDURE FOR SCHOOLS

Recommendations / key decisions required:

To endorse the adoption of the Council's updated Model Disciplinary Policy & Procedure for Schools

Reasons:

The purpose of this Model Policy & Procedure is to help and encourage all employees to achieve and maintain acceptable standards of conduct and to make clear to all concerned the procedure to be followed by the School and Governing Body to address concerns about an individual's behaviour or conduct.

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr. Mair Stephens

Directorate: Chief Executive's / People Management

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EXECUTIVE SUMMARY
EXECUTIVE BOARD
23RD SEPTEMBER 2019

MODEL DISCIPLINARY POLICY & PROCEDURE FOR SCHOOLS

1. BRIEF SUMMARY OF PURPOSE OF REPORT

This Model Disciplinary Policy & Procedure has been developed to help and encourage all employees to achieve and maintain acceptable standards of conduct and to make clear to all concerned the procedure to be followed by the School and Governing Body to address concerns about an individual's behaviour or conduct.

This procedure is intended to help and encourage all employees to achieve and maintain acceptable standards of conduct and to make clear to all concerned the procedure to be followed by this School and Governing Body to address concerns about an individual's behaviour or conduct and any subsequent disciplinary action that may be taken.

This policy and procedure has been developed in line with ACAS Code of Practice 1 - Disciplinary & Grievance Procedures which came into force on 11th March 2015; and Welsh Government Guidance Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: 

Assistant Chief Executive (People Management)

Policy, Crime & Disorder and Equalities YES	Legal YES	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications YES	Physical Assets NONE
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1. Policy, Crime & Disorder and Equalities

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

2. Legal

This Model Disciplinary Policy & Procedure for Schools has been developed in line with ACAS Code of Practice 1 - Disciplinary & Grievance Procedures which came into force on 11th March 2015; and Welsh Government Guidance Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.

6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Grievance Policy & Procedure for Schools.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: 

Assistant Chief Executive (People Management)

- 1. **Scrutiny Committee** None
- 2. **Local Member(s)** None
- 3. **Community / Town Council** None
- 4. **Relevant Partners** None
- 5. **Staff Side Representatives and other Organisations** HR / TU Forum (New Schools HR Policies) - 4th June 2019

Section 100D Local Government Act, 1972 - Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
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Model Disciplinary Policy & Procedure for Schools		Attached
Welsh Government Guidance Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.		https://gov.wales/sites/default/files/publications/2018-03/disciplinary-and-dismissal-procedures-for-school-staff-revised-guidance-for-governing-bodies.pdf
ACAS Code of Practice 1 - Disciplinary & Grievance Procedures		http://www.acas.org.uk/media/pdf/p/f/11287_CoP1_Disciplinary_Procedures_v1_Accessible.pdf