

## ABERDEEN CITY COUNCIL

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**COMMITTEE** Finance and Resources **DATE** 12 November 2009

**CORPORATE DIRECTOR** Stewart Carruth

**TITLE OF REPORT** Managing Discipline

**REPORT NUMBER**

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### 1. PURPOSE OF REPORT

This report proposes a revised Managing Discipline policy. A review of the current policy was necessary following a repeal of the statutory dispute resolution procedures. The opportunity was taken to incorporate plain English and the policy was overdue for review.

### 2. RECOMMENDATION(S)

It is recommended that the Committee approves this policy.

### 3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the revised policy.

### 4. SERVICE & COMMUNITY IMPACT

This policy will enable us to comply with our obligations under employment legislation.

### 5. OTHER IMPLICATIONS

This policy will ensure that managers adopt a fair and consistent approach to the management of discipline.

### 6. REPORT

The main features of the policy are:

- Core principals which apply to all staff (excluding teachers and the Chief Executive, as separate procedures apply)

- Three critical steps (including the right of appeal) in the process giving details of how a manager should deal with the management of discipline

The main change to this policy is in relation to the life of warnings. As the purpose of a disciplinary sanction is to bring about a change of behaviour/attitude, the life of a warning has been changed to encompass time at work.

## **7. AUTHORISED SIGNATURE**

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## **9. BACKGROUND PAPERS**

None

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