

TO: EMPLOYMENT COMMITTEE – 21ST SEPTEMBER 2004

SUBJECT: MONITORING OF GRIEVANCE AND DISCIPLINARY CASES

FROM: CORPORATE PERSONNEL SERVICES

1. PURPOSE OF THE REPORT

1.1 To present to Members the findings of the annual monitoring of the number of grievance and disciplinary cases within the Council.

2. BACKGROUND

2.1 This report summarises the key findings from an analysis of grievance and disciplinary cases during the year 1st April 2003 - 31st March 2004.

2.2 Appendix A shows the number of people from each Service Area/Directorate who took out a grievance/internal complaint/claim of harassment during 2003/2004. It also shows the number of appeals from each area against job evaluations made by the Hay Evaluation Panel and the number of disciplinary cases arising during the year.

2.3 Appendix A also shows the same information broken down into the categories of gender, ethnic group, disability, grade banding and working pattern.

2.4 The discrepancy in the total number of grading appeals heard during the year and the number shown in the category breakdown chart is due to two of the appeals being made by groups of staff undertaking the same role. The gender, ethnic group, disability, grade band and working pattern split shows only the information for grading appeals made by individuals.

3. MAIN POINTS FROM THE DATA

3.1 During 2003/2004 one person raised a formal grievance and there were seven grading appeals heard. Nine individuals were the subject of disciplinary action.

3.2 Of the seven appeals against grading decisions which were heard by the Hay Appeals Panel two were successful (28.6%) and five failed.

3.3 89% of employees against whom disciplinary action was taken were male full time staff from grade band I – F and equivalent.

3.4 The percentage of the workforce involved in disciplinary and grievance cases was 1.8% equating to 10 staff, two of whom were from ethnic minority groups.

3.5 Two of the disciplinary cases resulted in dismissal of the employees concerned. No appeal against dismissal was made in either case.

4. ACTION

4.1 This report has been compiled to comply with the requirements of the Race Relations (Amendment) Act. There are no trends to show as it is the first time the data has been collected.

4.2 It is not proposed that any action is taken as a result of the data collected.

5. **RECOMMENDATIONS**

5.1 Members are asked to note the contents of this report.

Karen Pearce
Assistant Chief Executive (Personnel)

BACKGROUND PAPERS:

Nil

Areas in District Affected: None

For further information about this report please contact:

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