

AGENDA ITEM NO.

TO: EMPLOYMENT COMMITTEE – 19TH SEPTEMBER 2006

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 2005 - 31st March 2006.
- 2.2 Appendix A shows the number of people from each Service Area/Directorate who took out a grievance/internal complaint/claim of harassment, the number of appeals against job evaluations made by the Hay Evaluation Panel and the number of disciplinary cases arising during the year. It also shows the outcomes of these grievances, grading appeals and disciplinary cases.
- 2.3 Appendix B shows the same information broken down into the categories of gender, ethnic group, disability, grade banding and working pattern.
- 2.4 Appendix C shows a comparison with the number of cases recorded over the previous two years (from when the data was first collected) and begins to show the trend in outcomes (only one previous years data available).

3. **MAIN POINTS FROM THE DATA**

- 3.1 During 2005/2006 three people raised formal grievances (two of which were resolved at stage one) and there were four grading appeals heard (one successful). Six individuals were the subject of disciplinary action, resulting in one written and two verbal warnings, one suspension (case still ongoing) and two dismissals.
- 3.2 The percentage of the workforce involved in disciplinary and grievance cases was 1.65% equating to nine staff, three of whom were from ethnic minority groups. Seven were male and two female, eight full time and seven grade band J-F while 2 were from grade C and above.
- 3.3 The number of grievances, grading appeals and disciplinary cases have all increased in 2005/06 over the previous year (by a total of 85.7%) but the number of grading appeals and disciplinary cases have both decreased since 2003/04.

4. **ACTION**

4.1 This report has been compiled to comply with the requirements of the Race Relations (Amendment) Act.

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)
July 2006

BACKGROUND PAPERS: Nil

Areas in District Affected: None

For further information about this report please contact:

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