

	<b>AGENDA ITEM NO.</b>	
<b>Report Cover Sheet</b>		
<b>Name of Meeting:</b>	Employment Committee	
<b>Date of Meeting:</b>	18th September 2007	
<b>Report Title:</b>	Monitoring of Grievance and Disciplinary Cases	
<b>Summary of report:</b>	This report summarises the key findings from an analysis of grievance and disciplinary cases during the year 1st April 2006 to 31st March 2007.	
<b>For Further Information Please Contact (report author):</b>	Liz Reed, HR Manager (Acting)	
<b>Business Unit:</b>	Corporate Personnel Services	
<b>Would the recommended decision be contrary to the Policy Framework:</b>	No	
<b>Would the recommended decision be contrary to the Budgetary framework:</b>	No	
<b>Wards of the District directly affected by this decision:</b>	None	
<b>Key Decision?</b>	No	
<b>Included within the Forward Plan?</b>	No	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Background Papers:</b>	None	
<b>Consultation Undertaken</b>		
Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.		
<b>Consultees</b>	<b>Yes/ No</b>	<b>Who</b>
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	

Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
<b>Officer Approval</b>		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director(s)	July 2007	Karen Pearce
Chief Executive		
CMT	8th August 07	
Section 151 Officer		
Legal		
Finance		
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

## **1. RECOMMENDATIONS**

- 1.1 Members are asked to note the contents of this report and approve the proposed actions.
- 1.2 The Chair of Employment Committee and the HR Manager (Acting) review the content and frequency of the annual HR Management Information reporting requirements.

## **2. BACKGROUND**

- 2.1 This report has been compiled to comply with the requirements of the Race Relations (Amendment) Act.
- 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 and the number of disciplinary cases arising during the year. It also shows the outcomes of these 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 three years (from when the data was first collected) and begins to show the trend in outcomes (two previous years data available).

## **3. MAIN POINTS FROM THE DATA**

- 3.1 During 2006/2007 two people raised formal grievances, one of which was resolved at stage one and the other went to an appeal panel which found in favour of the appellant. There were six grading appeals heard (two successful) and three individuals were the subject of disciplinary action, resulting in two written warnings and one dismissal.
- 3.2 Of the five staff involved in disciplinary and grievance cases: four were white and one from an ethnic minority group; three were male and two female; four were full time one part time; all five were from grade band J-F and equivalent. None were disabled.
- 3.3 The number of grievances and disciplinary cases have both decreased over the previous year (by a total of 44.4%) but the number of grading appeals has increased by 50%.

## **4. ACTION**

- 4.1 As part of the review of HR practices following the centralisation of the service, the grievance and disciplinary policies are to be reviewed. Supporting procedures will be provided to ensure a clear, consistent and structured approach to all Employee Relations issues across the Council.
- 4.2 Training for Line Managers in Disciplinary and Grievance cases will form part of the Council's Corporate Training Programme. Training will also be introduced during the forthcoming twelve months for Investigating Officers.

- 4.3 A mechanism for the central recording of all disciplinary and grievance cases must be implemented, as the recording remains devolved to individual Service Areas at the current time and does not support the Council's drive for the delivery of a centralised HR service.