

WEST DUNBARTONSHIRE COUNCIL

Report by Head of Personnel Services

Joint Consultative Forum – 9th March 2006

Subject: Discipline & Grievance Information

1. Purpose:

- 1.1 At the JCF meeting of 31st March 2005 it was agreed that figures for discipline and grievance appeals at Departmental level would be reported to the JCF on a regular basis.
- 1.2 This report outlines the position for the 6 month period 1st April 2005 – 30th September 2005.

2. Background:

- 2.1 Discipline – Appeals for Oral, Written and Final warnings can be appealed to the Departmental Director for consideration, and end at this level. Punitive disciplinary action i.e., dismissal, demotion, suspension without pay, can be appealed to Elected Member level at Committee.
- 2.2 Grievance – Grievances are raised in 3 stages.
 - Stage 1 is considered by the immediate supervisor
 - Stage 2 is considered by the Director or nominated Officer
 - Stage 3 is considered by Elected Members at Committee
- 2.3 Prior to an appeal being heard at Stage 3, Personnel Services will normally convene a meeting of the parties concerned to try to resolve the matter. Resolution precludes the grievance progressing to Stage 3, non-resolution automatically progresses to Stage 3.
- 2.4 The Forum will recall that a previous report on Discipline & Grievance information was considered by the JCF in June 2005.

3. Discipline and Grievance Hearings at Departmental Level

- 3.1 Appendix 1 to the report outlines the position for disciplinary hearings conducted and grievances submitted at Departmental level during the period 1st April 2005 – 30th September 2005.

4. Findings

- 4.1 Overall, the number of both Discipline and Grievance hearings in an organisation the size of W.D.C. is low, totalling 37 employees, which represents less than 1% of employees.
- 4.2 The following tables provide a summary of the findings contained within Appendix 1:-

Table 1

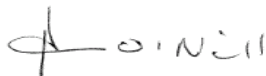
Grievances Lodged at Departmental Level During Period –	11
Resolved at Departmental level:	
Ongoing	1
Upheld	1
Not Pursued	2
Pursued to further level	7

Table 2

Disciplinary Hearings Conducted -	26
Disciplinary Action:	
No further Action	2
Oral	8
Written	7
Final Written	7
Dismissed	2
Appeals Submitted	1
Appeals Upheld	0

5. Recommendation

- 5.1 Forum members are asked to note the details of this report.



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Wards Affected: All Wards are affected.

Discipline and Grievance Information
1st April 2005 – 30th September 2005

Appendix 1

Department	Education & Cultural Services	D.E.S.	Corporate Services	Social Work Services	Housing & Technical Services	Chief Executive	Total
Disciplinary Outcome							
• No further action	0	0	0	0	2	0	2
• Oral	4	0	0	1	3	0	8
• Written	1	0	0	0	6	0	7
• Final	1	0	0	1	5	0	7
• Dismissal	0	0	0	0	2	0	2
Appealed	0	0	0	0	1	0	1
Upheld					0		0
Grievances (Stage 2)	1	1	2	5	2	0	11
Resolved	1- not upheld – submitted at Stage 3	1 – not upheld – submitted at Stage 3	1- not upheld - submitted at Stage 3 1 not upheld – not pursued further	1 – upheld 1 – not upheld – not pursued 2– not upheld – submitted at Stage 3 1 – at Dept level	2 - not upheld – submitted at Stage 3	0	11