

To: Cabinet
Date: 8 February 2023
Report of: Scrutiny Committee
Title of Report: Disciplinary Procedure

Summary and recommendations	
Purpose of report:	To present Scrutiny Committee recommendations for Cabinet consideration and decision
Key decision:	No
Scrutiny Lead Member:	Councillor Dr Christopher Snowton, Scrutiny Committee Chair
Cabinet Member:	Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services
Corporate Priority:	All
Policy Framework:	Council Strategy 2020-24
Recommendation: That the Cabinet states whether it agrees or disagrees with the recommendations in the body of this report.	

Appendices	
Appendix A	Draft Cabinet response to recommendations of the Scrutiny Committee

Introduction and overview

1. The Scrutiny Committee met on 16 January 2023 to consider a report on the new Disciplinary Procedure. The report, which was due for consideration by Council on 30 January 2023, recommends that Council resolves to: agree the Disciplinary Procedure and Guidance with immediate effect; authorise the Head of Business Improvement or their designated deputy to make revisions as required to both the Procedure and the Guidance.

Summary and recommendations

2. The Committee was grateful to Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services, for attending to present the report as well as to Helen Bishop, Head of Business Improvement, and to Gail Malkin, Head of People, for attending to answer the Committee's questions.

3. The Committee explored the rationale for the changes to the procedure and sought clarity as to the role of Elected Members in the process. Cllr Chapman reported that trustees of other organisations he had been part of had also been involved in disciplinary processes and that he considered that worthwhile. The Committee agreed that Elected Members should continue to be involved but considered that it would be appropriate for it to be set out clearly which Elected Members might be called upon to attend an appeal meeting if this was requested by the employee.

Recommendation 1: That the Council should set out which Elected Members would be eligible to attend an appeal meeting if requested by the employee.

4. The Committee notes that the recommendation was accepted orally at the meeting and incorporated into the policy before its submission to Council which resolved to approve the procedure on 30 January 2023. Given that the meeting of Cabinet scheduled for 25 January 2023 was cancelled, this report is the first opportunity the Committee has had to formally submit its recommendation.

Report author	Richard Doney
Job title	Scrutiny Officer
Service area or department	Law and Governance
Telephone	07485 311341
e-mail	rdoney@oxford.gov.uk