

**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**



Fy Nghyf / My Ref: CM32751
Eich Cyf / Your Ref: T: Scrutiny/PRAP/Comm
Papers/Correspondence
Dyddiad / Date: 08 December 2015

Councillor Nigel Howells
Chair, Policy Review & Performance Scrutiny Committee
Scrutiny Services
Room 263
County Hall
Cardiff
CF10 4UW

Annwyl / Dear Councillor Howells

**Policy Review & Performance Scrutiny Committee: 03 November 2015
Review of Disciplinary Policy**

Thank you for providing the opportunity to seek the views of the Policy Review and Performance Scrutiny Committee on 03 November 2015 in relation to the review of the Council's Disciplinary Policy and associated procedures. As a key stakeholder group, I felt it was important that you had the opportunity to contribute to this review and gain your views on the changes being proposed. As consultation with Directorates, Trade Unions and the Equality Networks is continuing, we will ensure that your views are considered.

I am pleased that you support the principle of simplifying policies for the management of staff. I would hope that the revisions finally agreed to the Disciplinary policy, the new Resolution policy and the 5 new comprehensive guide notes will assist to streamline this process considerably.

I too am concerned by the number and length of some of the suspensions and the time being taken to conclude disciplinary and grievance issues currently. I firmly believe that the streamlined approach and additional guidance to support the process will help to address this. As referred to at the meeting, the need for transparency and compliance with these processes will be key. Consequently the provision of timely management information will be important for consideration at both Directorate and Senior Management Team meetings.

The new Fast Track process will ensure that there is a speedier avenue to modify behaviour around misconduct issues and this will be a key piece of data to monitor.

Thank you for your suggestions regarding a disciplinary indicator as part of the Quarterly Council Performance reports and this will be explored.

ATEBWCH I / PLEASE REPLY TO: Swyddfa Cymorth Y Cabinet / Cabinet Support Office,
Ystafell / Room 514, Neuadd y Sir / County Hall,
Glanfa'r Iwerydd / Atlantic Wharf, Caerdydd / Cardiff,
CF10 4UW Ffon / Tel (029) 2087 2479

I acknowledge the comments you have made regarding HR support for schools cases and I have asked Officers to review how best to realign resources in order to support a key customer.

Yn gwyir,
Yours sincerely,

A handwritten signature in black ink, appearing to read 'G J Hinchey'.

Councillor / Y Cyngorydd Graham Hinchey
Cabinet Member for Corporate Services & Performance
Aelod Cabinet dros Wasanaethau Corfforaethol a Perfformiad

cc Members of the Policy Review & Performance Scrutiny Committee;
Lynne David, Operational Manager, Centre of Expertise;
Chris Synan, Operational Manager.
Joanne Watkins, Cabinet Business Manager;
Gareth Newell, Head of the Cabinet Office;