REPORT TO PERSONNEL COMMITTEE

REVISED DISCIPLINARY POLICY

Report Reference	P-26-02
Meeting Date	1st June 2026
Agenda Item	8
Prepared by	A Keppel-Green, Town Clerk

1.0 BACKGROUND

In September, the committee revised the grievance policy to create a clear policy with more detailed guidance on the process and timescales, it was therefore timely to enhance the disciplinary policy to provide clearer guidance on these processes.

At the same time, the Employment Rights Act 2025 includes provision to make changes to unfair dismissal. These changes are expected to be brought into force in January 2027. The relevant change will make protection from unfair dismissal a right after six months (down from two years).

2.0 REVISED POLICY

A draft revised policy is included with the meeting papers.

The revised policy was been circulated to staff for comment. The council's HR advisors were also consulted and raised no issues but noted that subject to the precise detail of the unfair dismissal changes it may be necessary to re-review the policy in January 2027. Once the secondary legislation is laid for the statutory changes to unfair dismissal, the Town Clerk will review guidance and consult the council's HR advisors as to whether further policy amendments need to be considered.

The revised policy retains much of the existing policy. Additional clauses have been included from the ACAS code of practice – including general principles and decision making guidance. A procedural guidance section has been added to provide guidance to all parties involved in the process.

The policy includes an amendment to 1.4 which would come into effect on 1st January 2027 to reduce the ability to use a simplified process for new employees from two years to six months.

3.0 DECISIONS REQUIRED

The committee should consider approval of the revised policy.