

# Y BWRDD GWEITHREDOL

## 23 Medi 2019

### POLISI A GWEITHDREFN DISGYBLU ENGHREIFFTIOL AR GYFER YSGOLION

#### Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

Cymeradwyo mabwysiadu Polisi a Gweithdrefn Disgyblu Enghreifftiol diweddaraf y Cyngor ar gyfer Ysgolion.

#### Y Rhesymau:

Diben y Polisi a'r Weithdrefn Enghreifftiol yma yw helpu ac annog yr holl weithwyr i gyflawni a chynnal safonau derbyniol o ran ymddygiad a'i gwneud yn glir i bawb y weithdrefn sydd i'w dilyn gan yr Ysgol a'r Corff Llywodraethu er mwyn mynd i'r afael â phryderon ynghylch ymddygiad unigolyn.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol NAC OES

Angen i'r Bwrdd Gweithredol wneud OES  
penderfyniad

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N DAL Y PORTFFOLIO: Y Cynghorydd Mair Stephens

#### Y Gyfarwyddiaeth: Prif Weithredwr/Rheoli Pobl

##### Enw Pennaeth y Gwasanaeth:

Paul R. Thomas

##### Awdur yr Adroddiad:

Julie Stuart

##### Swydd:

Prif Weithredwr Cynorthwyol (Rheoli Pobl)

Uwch-bartner Busnes Adnoddau Dynol

##### Rhifau Ffôn:

##### Cyfeiriadau E-bost:

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**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD**  
**23<sup>RD</sup> SEPTEMBER 2019**

<b>MODEL DISCIPLINARY POLICY &amp; PROCEDURE FOR SCHOOLS</b>
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**1. BRIEF SUMMARY OF PURPOSE OF REPORT**

This Model Disciplinary Policy & Procedure has been developed to help and encourage all employees to achieve and maintain acceptable standards of conduct and to make clear to all concerned the procedure to be followed by the School and Governing Body to address concerns about an individual's behaviour or conduct.


This procedure is intended to help and encourage all employees to achieve and maintain acceptable standards of conduct and to make clear to all concerned the procedure to be followed by this School and Governing Body to address concerns about an individual's behaviour or conduct and any subsequent disciplinary action that may be taken.

This policy and procedure has been developed in line with ACAS Code of Practice 1 - Disciplinary & Grievance Procedures which came into force on 11<sup>th</sup> March 2015; and Welsh Government Guidance Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: 

Assistant Chief Executive (People Management)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

### 2. Legal

This Model Disciplinary Policy & Procedure for Schools has been developed in line with ACAS Code of Practice 1 - Disciplinary & Grievance Procedures which came into force on 11<sup>th</sup> March 2015; and Welsh Government Guidance Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.

### 6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Grievance Policy & Procedure for Schools.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: 

Assistant Chief Executive (People Management)

1. Scrutiny Committee None

2. Local Member(s) None

3. Community / Town Council None

4. Relevant Partners None

5. Staff Side Representatives and other Organisations HR / TU Forum (New Schools HR Policies) - 4<sup>th</sup> June 2019

**Section 100D Local Government Act, 1972 - Access to Information**

**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Model Disciplinary Policy & Procedure for Schools		Attached
Welsh Government Guidance Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.		<a href="https://gov.wales/sites/default/files/publications/2018-03/disciplinary-and-dismissal-procedures-for-school-staff-revised-guidance-for-governing-bodies.pdf">https://gov.wales/sites/default/files/publications/2018-03/disciplinary-and-dismissal-procedures-for-school-staff-revised-guidance-for-governing-bodies.pdf</a>
ACAS Code of Practice 1 - Disciplinary & Grievance Procedures		<a href="http://www.acas.org.uk/media/pdf/p/f/11287_CoP1_Disciplinary_Procedures_v1_Accessible.pdf">http://www.acas.org.uk/media/pdf/p/f/11287_CoP1_Disciplinary_Procedures_v1_Accessible.pdf</a>