

# ROYAL BERKSHIRE FIRE AUTHORITY REPORT



<b>COMMITTEE</b>	<b>AUDIT AND GOVERNANCE</b>
<b>DATE OF MEETING</b>	<b>17 OCTOBER 2022</b>
<b>SUBJECT</b>	<b>DISCIPLINARY POLICY</b>
<b>LEAD OFFICER</b>	<b>BECCI JEFFERIES, HEAD OF HUMAN RESOURCES AND LEARNING AND DEVELOPMENT</b>
<b>LEAD MEMBER</b>	<b>N/A</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>DECISION</b>

## 1. EXECUTIVE SUMMARY

- 1.1 The Audit and Governance Committee's Terms of Reference require the Committee to approve and monitor the effectiveness and outcomes relating to a number of the Authority's policies including the Disciplinary Policy.
- 1.2 A review of the policy outlined above has been undertaken and they are presented for approval and consideration by the Committee.

## 2. RECOMMENDATION

That the Audit and Governance Committee:

- 2.1 **APPROVE** the Disciplinary Policy (Appendix A), subject to any further amendments the Committee may wish to make.

## 3. REPORT

### **Disciplinary Policy**

- 3.1 The Disciplinary Policy (Appendix A) has been reviewed in line with the Employee Code of Conduct and the Behavioural Competency Framework to include information on behaviour and how this relates to maintaining appropriate standards of conduct in the workplace.
- 3.2 The policy has been amended to include information on staff who are neuro-diverse and how this may relate to behaviour exhibited.

3.3 The policy has been added to the new policy template and an initial equality impact assessment has been undertaken.

3.4 The policy has been through initial and formal consultation with the Fire Brigades Union and other representative bodies.

#### **4. CONTRIBUTION TO STRATEGIC COMMITMENTS**

4.1 Commitment 4 – We will seek opportunities to contribute to a broader safety, health and wellbeing agenda, whilst delivering our core functions.

4.2 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

#### **5. FINANCIAL IMPLICATIONS**

5.1 There are no direct financial implications arising from this report.

#### **6. LEGAL IMPLICATIONS**

The policy and procedure to be reviewed contribute to the compliance with the following legislation:

6.1 Employment Rights Act 1996

6.2 Data Protection Act 2018

6.3 The Equality Act 2010

6.4 ACAS Code of Practice on Disciplinary and Grievance Procedures

#### **7. EQUALITY DIVERSITY AND INCLUSION IMPLICATIONS**

7.1 The Disciplinary Policy contributes to the RBFRS People Strategy specifically in respect of:

- Culture, one team working collaboratively for the people we serve
- Clarity on the decision-making levels, accountability and processes without unnecessary hierarchy
- A focus on excellent communication of key messages in an open way using a wide range of engagement methods
- Developing an internal customer service culture – making processes easy to use for people.

7.2 An initial Equality Impact Assessment has been carried out in respect of the Disciplinary Policy.

#### **8. RISK IMPLICATIONS**

8.1 There are no significant risk management issues arising from this report.

#### **9. CONSISTENCY WITH DUTY TO COLLABORATE**

9.1 N/A.

**10. PRINCIPAL CONSULTATION**

- 10.1 Monitoring Officer
- 10.2 Head of Finance and Procurement
- 10.3 Chief Fire Officer
- 10.4 These policies have been subject to consultation with Representative Bodies and staff

**11. BACKGROUND PAPERS**

- 11.1 None.

**12. APPENDICES**

- 12.1 Appendix A – Disciplinary Policy

**13. CONTACT DETAILS**

- 13.1 Becci Jefferies  
Head of Human Resources and Learning and Development  
0118 9384670