

WEST MIDLANDS FIRE AND CIVIL DEFENCE AUTHORITY

22nd November, 2004

1. DISCIPLINARY AND APPEALS COMMITTEES

Report of the Clerk

RECOMMENDED

THAT the Executive Committee be authorised to consider and determine any necessary amendments to the Authority's Committee structure arising from adoption of revised disciplinary and grievance procedures, and any effects of those changes on proportionality.

2. PURPOSE OF REPORT

- 2.1 To bring to the Authority's attention changes that need to be made with regard to the decision-making structure following adoption of revised disciplinary and grievance procedures.

3. BACKGROUND

- 3.1 Currently non-uniformed employees are subject to disciplinary and grievance procedures based on ACAS guidelines, and uniformed employees are subject to the Fire Service (Discipline) Regulations and a grievance procedure based on the 5th edition of the Scheme of Conditions of Service (Grey Book).
- 3.2 The sixth edition of the Grey Book contains a new disciplinary procedure and guidance on the grievance procedure. The opportunity is to be taken to introduce common disciplinary and grievance procedures for all employees based on ACAS guidelines.
- 3.3 The Joint Consultative Panel on 15th November, 2004 will be considering revised disciplinary and grievance procedures and will be asked to make a recommendation to the Authority on their adoption.
- 3.4 I reported to the Authority at the Annual Meeting on 26th July, 2004 that it was likely that the Disciplinary Committee would no longer be required when the Fire Service (Discipline) Regulations 1985 were revoked, and that Committee was reconstituted on the basis that it

would only be dealing with disciplinary cases brought under the old procedures. The proposed new procedures will also require some changes to be made to the terms of reference of the Appeals Committee.

- 3.5 It is proposed to bring a report to the Executive Committee on 6th December, 2004 outlining any necessary amendments to the Authority's committee structure arising from adoption of revised disciplinary and grievance procedures, and any effects of those changes on proportionality.

4. **EQUALITY AND DIVERSITY IMPLICATIONS**

The new disciplinary and grievance procedures have been drawn up with regard to equality and diversity issues.

5. **CORPORATE AIMS SUPPORTED**

The principal corporate aim supported by the information in this report is as follows:

1. To meet the Authority's statutory duties, standards and expectations.

6. **LEGAL IMPLICATIONS**

The course of action recommended in this report does not raise issues which should be drawn to the attention of the Authority's Monitoring Officer.

7. **FINANCIAL IMPLICATIONS**

Any costs involved will be met from existing budgets.

BACKGROUND PAPERS

Report of the Clerk to the Authority meeting of 26th July 2004 with regard to the Constitution of Committees, Panels and Fora, Terms of Reference and Member Portfolios 2004/05

F N SUMMERS
CLERK