

Disciplinary Policy

July 2026



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Document History	
Version	2.0 (see below)
Status	Final
Date	January 2026
Target audience	All employees of Reading Borough Council with the exception of Schools based staff, the Head of Paid Service, Section 151 Officer and the Monitoring Officer for whom alternative procedures apply.
Ratification	None
Author	HR Advisory Team
Version control	Reviewers
Version 1.1	Initial draft - January 2018
Version 1.2	Draft incorporating HR professionals' feedback - March 2018
Version 1.3	Second draft incorporating Head of HR and Organisational Development's comments – July 2018
Version 1.4	Final version agreed with Joint Trade Unions in December 2018
Version 1.5	Updated to replace Head of Service with Assistant Director. No other changes. Agreed with Joint Trade Unions and HR.
Version 1.6	Reviewed May 2023
Version 1.7	Reviewed June 2025
Version 2.0	Agreed with Trade Unions – June 2026

Table of Contents

1. Objectives and scope	4
2. Responsibilities.....	4
3. Disciplinary concerns... ..	6
4. The authority to take disciplinary action.....	6
5. Allegations against Trade Union representatives.....	7
6. Relationship with the Grievance Policy.....	8
7. Informal management of disciplinary issues.....	8
8. Formal management of disciplinary issues	8
8.1 Investigating the facts	8
8.2 Suspension.....	9
8.3 Disciplinary meeting	10
8.4 Right to be accompanied.....	12
8.5 Disciplinary sanctions – misconduct and serious misconduct.....	13
8.6 Disciplinary sanctions – gross misconduct	14
8.7 Appeal.....	14
8.8 Referral to external bodies.....	15
9. Data protection, references and retention of employee records.....	15

Additional Guidance

- Guidance on the process to be followed at a disciplinary meeting.
- Guidance on the process to be followed at an appeal meeting.

(The additional guidance is not part of the policy but is available to assist those involved in the policy. It can be found on the intranet or by [clicking here](#).)

1. Objectives and scope

- 1.1 This policy applies to all employees of Reading Borough Council, including those on permanent, temporary, full-time, part-time or fixed-term contracts, job sharers, and those on non-standard terms of employment, with the exception of those below.
- 1.2 This policy does not apply to:
- the Head of Paid Service, Section 151 Officer and the Monitoring Officer for whom separate procedures apply.
 - agency workers or contractors.
 - staff employed by schools who may be covered by separate terms and conditions relating to their employment.
- 1.3 The Council's objective is to ensure that this policy will be applied fairly in all instances where disciplinary action is regarded as necessary.
- 1.4 The Code of Conduct sets out clear advice on the standards expected of everyone who works for the Council, including casual workers, agency workers and self-employed consultants i.e. everyone who carries out work for or on behalf of the Council. The standards it sets out are consistent with the Councillors' Code of Conduct and the Values and Standards in Public Life included within the Nolan Committee Report 1996. All staff are expected to ensure that they have read and understood the Code of Conduct and if they have any questions to ask their manager.
- 1.5 This policy is not intended to deal with issues of poor performance as these are dealt with under the Managing Poor Performance Policy. However, where poor performance is due to behaviour which indicates a deliberate or wilful lack of care and attention, or negligence, then this policy may be used.
- 1.6 Concerns about an employee's capability which are the result of sickness absence or related to a long-term health condition should be dealt with under the Managing Sickness Absence Policy.
- 1.7 The Council reserves the right to implement this policy at any stage as set out below, taking into account the alleged misconduct of an employee. Employees will not ordinarily be dismissed for a first disciplinary matter, except in cases of gross misconduct.
- 1.8 The Council reserves the right to amend, remove or replace this policy at any time after effective and meaningful consultation with Joint Trade Unions.

2. Responsibilities

- 2.1 Employees should:

- in addition to the Code of Conduct and other rules, make themselves aware of and understand any rules, policies, procedures and standards applicable to their role and function including any professional standards and ethics.
- maintain high standards of behaviour, attitude and conduct in keeping with the interests and standing of the Council at all times.
- act with responsibility, judgement and good faith when doing their job.
- carry out any reasonable instruction given by the Council's managers.
- respect and maintain the confidentiality of any HR processes involving themselves or others in the Council.
- not bring the Council into disrepute.

2.2 HR will decide whether it is necessary to appoint an independent investigator (whether internal or external) to investigate the disciplinary.

2.3 Managers should ensure that:

- all staff are aware of and understand any rules, policies, procedures and standards applicable to their role and function.
- induction, probation and supervision processes are applied appropriately and consistently in order to communicate the standards of conduct and behaviour expected.
- employees are aware of the consequences of not complying with these rules, policies, procedures and standards.
- where necessary, guidance and training are given to employees to enable them to meet these standards.
- if employees do not have internet access, they inform employees where hard copies of the relevant policies, processes, rules and standards are kept in their workplace for reference without having to ask anyone for a copy.
- any reasonable adjustments, that have been agreed with the employee and confirmed in writing to the employee and their line manager by HR regarding the provision of information/instructions or any adaptations to the role/work, have been implemented.
- they address any day-to-day concerns they have with staff conducted promptly in the next 1-1, or sooner if necessary, explaining what the employee should do to improve, while keeping a record of what has been discussed.
- where more serious concerns are identified by managers or others, advice is taken from HR as to whether it is more appropriate for an investigation to be initiated without first addressing these concerns informally.
- if they or HR consider it inappropriate to raise any concerns informally, or if that approach has been unsuccessful, the formal stage of this policy is followed.
- Consider if referrals may need to be made to the LADO/external bodies (see 8.8)

3. Disciplinary concerns

3.1 Concerns that the Council views as amounting to disciplinary matters include (but are not limited to) those listed below (and those considered to be gross misconduct in section 8.6). In all cases an investigation will be conducted to establish the facts before further action is considered:

- failure to comply with, or observe, the Code of Conduct, policies, procedures, standards and other rules.
- persistent lateness.
- unauthorised absence.
- damage to the Council's property or premises.
- rude and abusive behaviour.
- refusal to follow a reasonable instruction issued by a manager or supervisor.
- poor attendance (outside of sickness absence).
- abuse of or failure to follow sickness absence procedures.
- confidentiality/data protection breaches or misuse of the Council's information, where these have not been resolved through the Council's IT policies.
- inappropriate use of AI outside of the Council's policy [AI Strategy](#);
- alcohol and non-prescribed drug misuse.
- inappropriate use of social media. [Social Media Policy.docx](#)
- smoking or use of an e-cigarette in non-designated areas of the Council's premises.
- bribery offences under the Bribery Act 2010 which include offering to or giving a bribe to another, accepting or requesting a bribe, bribery of a non-UK public official, consent or connivance to a bribe, or knowingly failing to prevent a bribe.
- bringing the Council into disrepute.
- Failure to comply with the Declaration of Interest Policy

4. The authority to take disciplinary action

4.1 The immediate line manager or supervisor will usually be responsible for informal action. The immediate line manager or an independent person will usually be responsible for formal action.

4.2 The table below sets out those who are authorised to chair disciplinary meetings and issue disciplinary sanctions (Chair) and hear appeals (Appeal Chair), depending on the seniority of the employee facing possible disciplinary action.

Disciplinary action in respect of:	Executive Director	Director	All other employees

Investigator	Executive Director / Chief Executive	Director / Executive Director	An individual chosen by HR
Chair	Sub Committee of Personnel Committee	Director / Executive Director	A manager chosen by HR
Appeal Chair	Sub Committee of Personnel Committee (with members not previously involved)	Director / Executive Director (not previously involved) / Chief Executive	Director (not previously involved)
Chair appeal hearing against a decision to dismiss	Sub Committee of Personnel Committee (with members not involved in the original hearing)	Chief Executive or a Executive Director not previously involved in the case, Chair of Personnel Committee and one other member of Personnel Committee, or a substitute member(s)	Director not previously involved in the case, Chair of Personnel Committee and one other member of Personnel Committee, or a substitute member(s)

5. Allegations against Trade Union representatives

- 5.1 Where this policy is to be applied to an accredited trade union representative, no formal action should be taken until the case has been discussed, with the employee's prior consent, with a full-time trade union representative of the recognised trade union who is employed by the Council, or an official employed by the recognised trade union. If the employee does not consent to their case being discussed, the Council will proceed with the appropriate formal action.
- 5.2 Removal from the workplace and/or suspension, if necessary, may occur without this prior discussion (as is the case for all other employees in section 8.2 below). The Director of HR and Organisational Development must be informed as soon as possible as well as the relevant trade union representative.

6. Relationship with the Grievance Policy

- 6.1 A grievance raised by an individual in response to an investigation and/or management action into their alleged misconduct may be addressed in a number of ways, depending on the nature and timing of the grievance.
- 6.2 HR will decide whether:

- to appoint an independent investigator (whether internal or external) to investigate the grievance as a part of a separate process alongside the disciplinary
- to pause the disciplinary while the grievance is investigated and, if necessary, heard first.

7. Informal management of disciplinary issues

- 7.1 Many potential disciplinary issues can be resolved by the line manager intervening at an early stage as part of their normal day-to-day responsibilities and having a clear and constructive discussion with the individual about the concerns and the immediate changes required with respect to their conduct.
- 7.2 In cases of minor breaches of conduct the immediate line manager should discuss these concerns with the employee to ensure that the employee:
- is aware of the specific concerns.
 - knows what is required to meet expected standards of conduct.
 - is made aware of the timescale of the improvement required and the potential consequences.
- 7.3 These discussions are not a formal stage under this policy as they are part of the standard day-to-day relationship between line managers and the people they manage.
- 7.4 The objective of the informal approach is to address minor concerns, seeking improvement to the required standard. Where it becomes clear that the misconduct is being repeated or is more serious, managers should consider taking formal disciplinary action under this policy.

8. Formal management of disciplinary issues

8.1 Investigating the facts

- 8.1.1 Where there is a need to investigate a disciplinary issue formally, a [Disciplinary Form](#) should be submitted to HR. This form will include details of the employee concerned, the alleged misconduct, any relevant reasonable adjustments, the names of any witnesses, and whether any informal resolution has been attempted and by whom. An employee's line manager will promptly and thoroughly investigate any matter that is reasonably suspected or believed to contravene any of the Council's policies or rules or may otherwise be a disciplinary matter.
- 8.1.2 Throughout the investigation process, the employee will be informed in writing as soon as possible:
- That there will be an investigation,
 - the allegations being investigated

- that the investigation has been concluded,
- The investigation outcome (including if there is no further action to be taken).

8.1.3 The employee will be invited to attend a fact-finding investigatory meeting prior to a disciplinary meeting. The employee will be informed at the outset that the investigatory meeting is fact-finding only. The Council allows employees to be accompanied to investigatory meeting(s) by a trade union representative/official or a workplace colleague as long as the trade union representative/official or workplace colleague is available. Where the employee is unable to attend the meeting and provides a good reason for this, the meeting will be rescheduled to another day within 5 working days of the original date. If a reasonable alternative date is proposed by the employee, it will not be unreasonably refused. The employee should agree a convenient date with their Trade Union Representative, if any, in the first instance. The meeting will only be rescheduled for the unavailability of the companion once. If the companion is subsequently unable to attend the rearranged meeting, the Chair can choose to proceed with the meeting on that day. The employee can choose an alternative companion provided that the companion is available to attend the meeting.

8.1.4 The investigator should choose an impartial colleague (with no prior involvement in the matter and someone who is unlikely to be Chair or Appeal Chair, if necessary) to take notes at the investigatory meeting. The process for dealing with the notes, any AI summary and any recording is set out below in paragraphs 8.3.2 & 12. The investigator should also ensure that the employee, the notetaker and any witnesses are aware that any breaches of confidentiality regarding the investigation could lead to disciplinary action.

8.1.5 If the allegations involve criminal behaviour and/or harm to vulnerable adults or children, then HR advice must be sought before any action is taken.

8.2 Suspension

8.2.1 There may be instances, including where serious or gross misconduct is alleged, or where there is a potential risk to the organisation, its people or property, in which suspension on full pay may be necessary while investigations are carried out. Any such suspension is a neutral act, is not disciplinary action in itself, and does not imply any pre-judgement of the outcome. The Council has the right to suspend with pay where there are substantial grounds for concern. Such a suspension is not disciplinary action in itself and does not imply any prejudgement of the outcome of the investigation.

8.2.2 Suspension will be confirmed in writing to the employee by their manager or the investigator usually within five working days of being told of the suspension. The letter will confirm who the employee's point of contact will be for regular support during their period of suspension, the timescale for the review of the suspension, and any restrictions on them with respect to attending work or contacting individuals.

8.2.3 The suspended employee must remain available to assist with, or participate in, the disciplinary process unless they have booked and agreed annual leave.

8.3 Disciplinary Hearing

8.3.1 Where, upon completion of an investigation, there are reasonable grounds to believe that an employee has committed an act of misconduct, the employee will be invited to attend a disciplinary meeting.

8.3.2 The Chair will be advised at the meeting by an HR professional to ensure fair and consistent application of process and procedure. The Chair will arrange for an impartial colleague to take notes. If it is intended that the meeting will be recorded to provide a transcript to assist the notetaker, the Chair will check that all the individuals attending the meeting consent to the recording before the recording is started. The Chair should also check that any individual joining the meeting after the meeting has started also consents to the recording. If any person objects to being recorded, the meeting (or the relevant part of the meeting) will not be recorded. The Chair will ensure that the employee, the notetaker and any witnesses are aware that any breaches of confidentiality could lead to disciplinary action. A guidance note for the process to be followed at a disciplinary meeting is available on the intranet or by clicking [here](#).

8.3.3 The Council will give the employee a minimum of five working days' advance notice of the meeting in writing. The employee will be provided with the relevant information which may be relied upon during the meeting which may include statements taken from any employees and/or the names of the witnesses that will be asked to attend. If any statements are redacted, an explanation will be provided to the employee. The letter will include the following information:

- the purpose of the meeting and that it will be held under the Disciplinary Policy.
- the employee's right to be accompanied at the meeting by a workplace colleague or a trade union representative/official (companion).
- details of the nature of the employee's alleged misconduct.
- the most serious disciplinary sanction that could be given if any, some or all of the allegations are upheld.

8.3.4 The employee and their companion should make every effort to attend the meeting. Where the employee is unable to attend the meeting and provides a good reason for this such as pre-booked annual leave, the meeting will be rescheduled to another day within five working days of the original meeting. Unless there are special circumstances mitigating against it, if the employee is unable to attend the rearranged meeting, it will take place in the employee's absence. The employee may also make written submissions provided these are received at least five working days prior to the start of the meeting. The Chair may adjourn the start of the meeting if time is needed to read the written submissions.

- 8.3.5 Where the companion is not available to attend the meeting, it will be rescheduled provided the employee requests the meeting be rearranged giving an alternative time which is reasonable and within five working days of the original date. If a reasonable alternative date is proposed by the employee, it will not be unreasonably refused. The meeting will only be rescheduled for the unavailability of the companion once. If the companion is subsequently unable to attend the rearranged meeting, the Chair can choose to proceed with the meeting on that day in their absence. The employee can choose an alternative companion provided that they are available to attend the rescheduled meeting.
- 8.3.6 If the employee wishes to rely on the evidence of any colleagues at the meeting, then the employee or their companion must provide the names of the colleagues to the Chair at least three working days before the meeting. The employee or their companion will be responsible for arranging the attendance of these colleagues. Any employee who is asked to attend a disciplinary meeting to provide evidence should inform their own line manager of the need to attend the disciplinary meeting without divulging on whose behalf they are providing evidence so as to maintain the confidentiality of the disciplinary process. If necessary, the Chair or HR can confirm to the employee's line manager that their attendance is required at the disciplinary meeting. In the event that the line manager is not available, they will arrange for a suitable alternative manager to attend,
- 8.3.7 It may not be possible for former employees to attend a disciplinary meeting to provide evidence as it is difficult for the Council to ensure confidentiality is maintained as there is no longer an employment relationship between the former employee and the Council. If such a request is made, an assessment will be made by the Chair, with advice from HR, as to whether: confidentiality is likely to be maintained, the evidence can be obtained from a current employee and/or that evidence is key to deciding any of the allegations.
- 8.3.8 If the employee wishes to rely on any other documents at the meeting, then the employee or their companion must provide copies to the Chair at least three working days before the meeting. If documents are not provided at least three days before the meeting, the employee and/or their companion may have to summarise the relevant points at the meeting whilst also providing all documents on the understanding that the Chair will read any such documents before coming to a decision.
- 8.3.9 At the meeting, the employee will be given a clear explanation of the case against them and can set out their case and answer any allegations. The employee will also be given the opportunity to raise points about any information provided and to ask any questions of colleagues they have asked to attend the meeting.
- 8.3.10 The Chair may adjourn the disciplinary meeting if it appears necessary or desirable to do so (including for the purpose of gathering further information). The employee will be informed of the period of any adjournment. If further information is gathered, the employee will be allowed a reasonable period of

time, together with their companion, to consider the new information prior to the reconvening of the disciplinary meeting or given an appropriate opportunity to consider the information at the reconvened disciplinary meeting.

- 8.3.11 Following the meeting, the Chair will decide whether or not disciplinary or any other action is justified. In all cases the outcome will be confirmed in writing to the employee usually within five working days of the meeting. Where there are several allegations of misconduct, it may take longer for the Chair to confirm their decision. If any outcome letter is not provided to the employee within two weeks of the disciplinary meeting, the employee or, at the employee's request, their companion, will be provided with an update as to the likely timeframe for receipt of the outcome letter.
- 8.3.12 The notetaker will review their notes, and the transcript, if necessary, of the disciplinary meeting and produce a finished draft usually within five working days of the disciplinary meeting. The notetaker will send the notes to the Chair and HR for their approval. The Chair will send the notes to the employee usually within five working days of the meeting. The employee will usually be given three working days to provide any suggested amendments. Where the Chair and/or HR do not agree any suggested amendments made by the employee, the employee's suggested amendments will be included in square brackets to reflect that they are not agreed amendments. A final version of the notes will usually be sent to the employee within a week of receipt of the suggested amendments. The Chair (or HR) will arrange for any recording and transcript to be deleted once the employee has had an opportunity to suggest any amendments to the notes and the notetaker has produced a final version.

8.4 Right to be accompanied

- 8.4.1 All employees have a statutory right to be accompanied at a formal disciplinary meeting. The companion may be a workplace colleague or a trade union representative/official. The employee must tell the Chair who they have chosen as their companion at least three working days before the meeting.
- 8.4.2 Reasonable adjustments may be needed for an employee with a disability (and possibly for their companion if they are disabled), for example, the provision of a support worker or advocate with knowledge of the disability and its effect. This is in addition to the right to be accompanied by a companion. HR will arrange for any previously agreed reasonable adjustments, as relevant, to be put in place for the meeting. Otherwise, it is the employee's responsibility to request any additional reasonable adjustments relevant to this section 8.4 and, if agreed, to arrange for them to be implemented, in consultation with HR.
- 8.4.3 The Council considers it is good practice to allow the companion to participate as fully as possible in the meeting, including putting questions to witnesses if appropriate. However, the companion is not allowed to answer questions put to the employee on the employee's behalf or to address the meeting if the employee does not wish it. The companion should also not have any conflicts of interest.

- 8.4.4 If the employee has not requested to be accompanied to the meeting, the Chair will check at the start of the meeting that they understand that they have the right to be. If they decline to be accompanied, a note will be made to that effect in the notes of the meeting.

8.5 Disciplinary sanctions - misconduct and serious misconduct

- 8.5.1 Broadly, where misconduct is found, it is usual to give the employee a **first written warning**. The letter confirming the first written warning will set out the nature of the misconduct found and inform the employee that any further misconduct is liable to result in further disciplinary action under this policy. A first written warning will usually remain live for six months from the date it is issued. The letter will also confirm the employee's right of appeal.
- 8.5.2 Where further misconduct is found after a first written warning has been issued and remains live then a **final written warning** may be given to the employee. As an alternative, consideration may also be given to extending or reissuing the first written warning. A final written warning, without having given a first written warning, may also be appropriate for more serious cases of misconduct where dismissal might be an option for consideration if the misconduct was repeated. A final written warning will usually remain live for 12 months from the date it is issued. The letter confirming the final written warning will set out the nature of the misconduct found and inform the employee that any further misconduct is likely to result in dismissal with notice. The letter will also confirm the employee's right of appeal.
- 8.5.3 Where the employee is found to have committed further acts of misconduct (these being acts of misconduct other than gross misconduct) following a final written warning which remains live, the employee may be dismissed with notice. The letter confirming dismissal will set out the nature of the misconduct found and will also confirm the employee's right of appeal.
- 8.5.4 HR will inform the employee's line manager of any sanction that has been given to the employee, subject to any appeal.

8.6 Disciplinary sanctions - gross misconduct

- 8.6.1 Gross misconduct is misconduct which is so serious that it justifies the possible sanction of dismissal without notice (summary dismissal). In these circumstances pay in lieu of notice is not appropriate.
- 8.6.2 The Council will initiate a disciplinary investigation for any employee who is charged with a criminal offence, although being charged with, or convicted of, a criminal offence away from work would not automatically lead to dismissal. Dismissal would depend on the type of criminal offence and its seriousness, the effect on the employee's ability to continue in the job, or the Council's credibility with the public.

8.6.3 Misconduct that the Council views as amounting to gross misconduct is set out in Appendix 1.

8.7 Appeal

8.7.1 An employee may appeal against any disciplinary sanction imposed against them under the formal stage of this policy. The Appeal Chair may be more senior to the Chair, but not in all circumstances depending on the situation and availability of individuals and will have had no prior involvement.

8.7.2 The employee must provide written notice of an appeal within five working days of receiving the written confirmation of the disciplinary sanction. The appeal should be sent to the Chair. When lodging an appeal, the employee should state:

- the grounds of appeal; and
- whether the employee is appealing against the: findings of misconduct, level of disciplinary sanction, procedure not being followed correctly.

8.7.3 Appeal meetings will normally take place within 14 days of receipt of the employee's written notice of appeal. Guidance for the process to be followed at the appeal meeting is available on the intranet or by clicking [here](#). If the employee wishes to provide any documentary evidence for consideration at the appeal meeting, then the employee or their companion must provide copies of this to the Appeal Chair at least three working days before the meeting. If any documentary evidence is not provided within this timeframe, there may be an adjournment at the start of the appeal meeting to allow the Appeal Chair time to consider this information.

8.7.4 The Appeal Chair will be advised at the appeal meeting by an HR professional. The Appeal Chair should choose an impartial colleague (with no prior involvement in the matter) to take notes at the appeal meeting. The process for dealing with the notes and any recording is set out above in paragraphs 8.3.2 & 12. The Appeal Chair should also ensure that the employee, the notetaker and any witnesses are aware that any breaches of confidentiality could lead to disciplinary action.

8.7.5 The appeal meeting will not usually be a re-hearing of the whole disciplinary case. However, if the employee contends that the earlier disciplinary meeting was fundamentally flawed, the Appeal Chair has the discretion to arrange for a re-hearing of the case at appeal stage. It will be for the employee or their companion to state clearly why they believe the meeting was fundamentally flawed if this is alleged in the grounds of appeal.

8.7.6 The Appeal Chair will consider any representations made by the employee or their companion, the investigator and the Chair (if necessary) as well as any further information that may have come to light. The Appeal Chair may decide to uphold the disciplinary sanction, give a lesser sanction or remove the

sanction. In the event the Appeal Chair reduces or removes the sanction, all records of the disciplinary sanction will be updated or removed from the employee's record accordingly. In the event that the Appeal Chair does not accept the representations made by or on behalf of the employee, they will uphold the disciplinary sanction.

8.7.7 Upon completion of the appeal, the Appeal Chair will convey their decision to the employee confirming the decision in writing usually within five working days. Where there are several grounds of appeal, it may take longer for the Appeal Chair to confirm their decision. If any appeal outcome letter is not provided to the employee within two weeks of the appeal meeting, the employee or, at the employee's request, their companion, will be provided with an update as to the likely timeframe for receipt of the appeal outcome letter. HR will inform the employee's line manager of the outcome of the appeal.

8.7.8 The outcome of the appeal is final. There is no further right of appeal.

8.8 Referrals to external bodies

8.8.1 The Council and its employees will comply with any obligations or regulations that require it to refer formal disciplinary action taken under this policy to other relevant bodies as appropriate. The specific actions to be taken are addressed in the guidance that sits alongside this policy – this includes guidance about those working with vulnerable adults, children and other regulated bodies, The guidance also addresses the circumstances whereby the Disclosure and Barring Service will be informed of any disciplinary action.

9. Data protection, references and retention of employee records

9.1 The Council processes personal data collected under this Disciplinary Policy (whether during the informal or formal stages) in accordance with its data protection policy. Such data is held securely and accessed by, and disclosed to, individuals for the purpose of the Disciplinary Policy or for HR and management reasons. Any sanction will be held on an individual's personal record file which is retained for seven years after their date of leaving the Council. Inappropriate access or disclosure of employee data may constitute a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary matter which may be dealt with under the Disciplinary Policy.

9.2 Employees should be aware that disciplinary sanctions (including dismissal) may be disclosed to future employers if such information is requested from the Council.

9.3 The Council may have to disclose personal data to third parties, as appropriate, including but not limited to the police, regulatory bodies and any transfer under

the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE).

Agreed between the Council and the recognised trade unions.

Signed:

Kathryn Cook	Director for HR and Organisational Development
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Miriam Palfrey	Staff Side and Branch Secretary for Unison
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Kieran Magee	Joint Shop Stewards Committee and Branch Secretary/Convenor for Unite
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Alison McNamara	Education & Community Unions Panel and Branch Secretary for the National Education Union (NEU)
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Robert Stirling	Convenor for GMB
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Misconduct that the Council views as amounting to gross misconduct includes but is not limited to:

- Persistent, deliberate or reckless refusal to carry out a reasonable management instruction.
 - Serious or deliberate failure to comply with:
 - the Code of Conduct.
 - Financial regulations and standing orders.
 - Corporate or Directorate Safety Policies and Practices.
 - Corporate or HR policies.
- Physical violence, threats, aggressive behaviour towards, or assault of, a member of the public, service users, Council Members or colleagues.
- Unacceptable use of obscene or abusive language (including language of a discriminatory nature) towards a member of the public, service users, Council Members or colleagues.
- Theft or attempted theft of cash/property belonging to a member of the public, service users, Council Members, colleagues or the Council itself.
- Breach of cash-handling procedures or other pecuniary shortage by reason of negligence or dishonesty in relation to money or Council finances within the employee's responsibility.
- Serious or persistent act(s) of discrimination, bullying or harassment against members of the public, service users, Council Members, or colleagues.
- Sexual Harassment against members of the public, service users, Council Members, or colleagues.
- Dishonesty or conduct of a fraudulent nature, including but not limited to falsification of time sheets/claim forms/CVs and other recruitment documents, misuse of the flexitime scheme/time sheets, fraudulently recording arrival on behalf of other colleagues, inappropriate application of the Council's services.
- Persistent and deliberate abuse of the sickness absence process.
- Unacceptable use of social media; [Social Media Policy.docx](#)
- Wilful or irresponsible actions or omissions which would endanger people or property.
- Wilful damage to the property of the Council, colleagues or other individuals using the Council's premises.
- Conduct liable to cause serious loss of confidence in the Council or considered contrary to the interests of the Council including but not limited to those mentioned in the Code of Conduct, criminal offences whether inside or outside of work or which may affect the continued performance of the employee's contract of employment.
- Interference with, or misuse of, or unauthorised access to, Council computer systems, hardware, software or data.

- Misuse of the Council's authorised AI or use of unauthorised AI.
- Unauthorised removal and use of Council property.
- Bribery, corruption or improper use of an official position for private gain, including seeking and accepting bribes.
- Breach of confidentiality and/or unauthorised use/disclosure of information relating to the Council's business, its members, staff, or service users or any relevant connected individual.
- Serious failure to discharge obligations in accordance with statute or contract of employment including but not limited to working for another employer without the Council's express agreement to the hours worked.
- Repeated issues of sleeping on duty unless expressly permitted.
- Possession or use of non-prescribed drugs on Council premises or during working hours.
- Serious incapability through the result of the influence of alcohol or other non-prescribed drugs.
- Deliberately accessing internet sites containing pornographic, offensive or obscene material.
- Serious insubordination.
- Bringing the Council into serious disrepute.
- Serious breach of health and safety rules or endangering the health and safety of colleagues, service users, Council Members or members of the public.
- A significant breach of trust and confidence.
- Recording colleagues covertly without their permission and knowledge.
- Breach of safeguarding requirements regarding children or vulnerable adults.
- Deliberate breach of professional standards relevant to the employee's role.
- Deliberate breach of the Council's policies relating to data protection or information security or AI.
- Gambling at work.
- Gross negligence.