Disciplinary, Grievance & Capability Policy and Procedure

Policy created	01.04.2013	Version number	5.2
Last reviewed	01.11.2026	Next review date	01.11.2027

General Matters

1. These policies apply to Pre-school employees. If you are a parent/carer and have a complaint, please refer to our Complaints, Safeguarding and Whistleblowing Policies (as appropriate).

2. The aim of these procedures is to provide employees with a clear understanding of the steps that they can expect us to take if they have any concerns about their treatment at work, or if we have concerns about their conduct, performance or attendance.

3. We reserve the right to make changes to any of the provisions of these rules and procedures at any time at our discretion. We will notify any changes to all employees.

4. If you choose to be accompanied at any meeting under the following procedures at which you have the right to be accompanied, your companion may be a work colleague or trade union representative. We will try to arrange any meeting at a time that is both convenient to the person conducting the meeting, you and your chosen companion. If for any reason your chosen accompanying person will not be available at the time proposed by us, we will postpone the meeting to a time proposed by you, which must not be more than five working days after the original date of the meeting, and which is also convenient to the person conducting the meeting.

5. We will try to arrange any meetings during normal working hours, but this may not always be possible. It may also be sensible for meetings to take place out of the setting.

6. We appreciate that grievances and matters of discipline and capability are disruptive. This means that we will try to make sure that each procedure is followed without unavoidable delay. We cannot in general, however, apply specific time limits to the various stages of the procedures, as the time taken to follow each procedure will depend on the circumstances.

7. If it would not be right for the person identified in a particular procedure to conduct that procedure (for example if the grievance concerns or involves the person nominated, or if the person nominated to conduct a Disciplinary Procedure is a witness to any of the complaints made), the procedure will be conducted by another member of staff or the Committee nominated by the Chairperson or (if that is not possible) by an appropriate external person nominated by the Chairperson.

8. If you object to the person we identify, you must have reasonable grounds for doing so and must state them clearly to us in advance of the meeting.

9. The policies and procedures contained in this section do not form part of your Contract unless specifically provided for in the policy or your Contract. We reserve the right to change any of the provisions of these procedures (or a substituted procedure) by amendment, addition or deletion of the procedures from time to time at our discretion. Any changes will be notified to all employees by appropriate changes to these policies/procedures or by other appropriate means.

Disciplinary Policy & Procedure

A. General

Disciplinary measures are necessary to support our rules/working practices and to address unacceptable conduct by employees. The Disciplinary Policy and Procedure will be used in all cases relating to conduct. There is a separate Capability Procedure to be used in the event of poor performance or incapacity. The procedures are staged so that we can give an appropriate response to minor matters but, in the event of repetition or serious matters, more severe measures can be taken.

The provisions of this procedure are not contractually binding upon you or upon us. These procedures are intended merely as guidelines which may be helpful in particular circumstances. We reserve the right to leave out any or all of the stages of the procedure where we consider it appropriate.

B. Informal Procedure

The Setting Manager will normally be able to resolve any conduct problems through informal discussions during the normal course of work. These discussions should identify any problem areas and, if appropriate, result in an agreed action plan.

C. Formal Procedure

The first stage in the formal procedure is for the matter to be fully investigated in order to obtain the full facts. The investigation will normally include details of the respects in which your conduct is alleged to be unsatisfactory; any previous warnings issued to you as part of this procedure and any previous discussions you may have had with the Setting Manager or Committee concerning unsatisfactory conduct and your comments during any previous discussions.

With regard to incidents which are considered to be particularly serious, or where further investigation or consideration appears to be desirable, you may be suspended from work temporarily (on basic pay). Any such suspension will be a precautionary measure to enable investigations to be conducted without delay or interruption. Any period of suspension will be kept to a minimum and will be reviewed at regular intervals. This is not to be regarded as a disciplinary action or penalty of any kind. Factors which will influence the decision of whether you should be suspended include:

(a) The seriousness of the complaint;

(b) The likelihood of its repetition or any additional risk to children, parents, personnel or Pre-school property;

(c) The risk of evidence being destroyed or damaged; and/or

(d) The risk of potential witnesses being influenced.

Following the investigation, you will be advised of the allegation(s) against you in writing and if it is deemed necessary, a formal Disciplinary Hearing will take place at which your conduct will be discussed. The letter inviting you to the Disciplinary Hearing will:

- Describe the complaints that have been made against you;
- Identify the rule or good practice that you are alleged to have broken;
- Provide you (other than in exceptional circumstances) with copies of any evidence obtained during the disciplinary investigation which is relevant to the complaint;
- Tell you the date, time and venue of the meeting;
- Remind you of your right to be accompanied;
- Provide you with a copy of the Disciplinary Policy.

The hearing will normally be conducted by the Setting Manager and the Chairperson, although we reserve the right to appoint other people if this is deemed more appropriate by the committee. You should be fully aware of the seriousness of the situation if you find yourself subject to the Formal Disciplinary Procedure.

In the event that you choose to be accompanied to any meeting, the meeting shall, where possible and if requested, be arranged to take place during normal working hours.

At the hearing you will be advised of the conduct which is alleged to be unsatisfactory. This, and any evidence in support of the allegations of misconduct, will be discussed with you. You will be asked to comment and will be afforded the opportunity of explaining your view of the situation. You should let us know as early as possible if there are any relevant witnesses you would like to attend the hearing or any documents or other evidence you wish to be considered. Consideration will be given to any matters which you raise and account will be taken of any representations made by you, or on your behalf.

The person conducting the hearing has the right to suspend the hearing to allow for further investigation.

D. Range of Possible Responses

If you are found to be guilty of misconduct the outcome will depend on the seriousness of the misconduct in question and all the circumstances of the case, including whether you have received any previous sanctions. The outcome will be notified to you in writing following the hearing. The case may be dealt with in one of the following ways:

(a) No action deemed necessary;

(b) First written warning.

(c) Final written warning;

(d) Termination of employment (dismissal) or some other sanction short of dismissal.

Appropriate account will always be taken of your employment and disciplinary record with us and all other relevant factors before deciding what action should be taken. However, you should not regard the range of possible responses outlined above as cumulative. Where it is decided that action should be taken it is for the person conducting the hearing to decide which of the possible responses is appropriate in any given case.

In particular, you should note if a single act of misconduct is particularly serious (albeit the first breach of discipline) you may be given a final warning, be dismissed or have another sanction applied notwithstanding the fact that no previous warnings have been given. Other sanctions short of dismissal that may be considered are demotion (where permitted by your Contract) and/or extension of a final written warning with a further review period. Continuance or repetition of misconduct or further breaches of discipline during the currency of a final written warning may result in your dismissal.

E. Warnings

Written warnings will indicate the misconduct, the likely consequences of further misconduct, (where appropriate) any action which has been agreed upon and the period during which the warning will last. You will also be informed of your right of appeal.

You will be given a copy of any warning issued, which will be placed on your personal file.

A first written warning will be held on your personnel file for six months, after which time it will normally be disregarded for disciplinary purposes provided there is no further misconduct. A final written warning will be held on your personnel file for 12 months, after which time it will normally be disregarded for disciplinary purposes provided there is no further misconduct.

F. Gross Misconduct

You will not normally be dismissed for a first act of misconduct. However, if you are shown to have committed an act of gross misconduct you may be dismissed immediately, without notice. Gross misconduct shall include **but not be confined** to:

- Breach of the Pre-school's Safeguarding Policy.
- Theft or other dishonesty whether committed at or outside work.
- Conviction for a criminal offence other than a minor road traffic offence.
- Repeated or gross acts of negligence, rudeness or any other unacceptable conduct to children, parents, colleagues or other third parties.
- Repeated or persistent unauthorised absence from duty.
- Gross insubordination or repeated or persistent refusal to obey a legitimate instruction given by the Setting Manager or Committee.
- Careless, reckless or deliberate damage to Pre-school property, or property on the premises used by the Pre-school, or property belonging to a parent or other third party.

- Careless, reckless or deliberate breaking of any statutory rule or regulation or the Pre-school's policies and procedures, which is capable of injuring or endangering anybody, or leaving us open to prosecution or censure.
- Any conduct whether at or outside work which in the Disciplinary Officer's view may jeopardise our good reputation or profitability or otherwise bring the Pre-school into disrepute.
- Serious breaches of the Pre-school's policies and procedures.
- Assault, fighting, harassment or discrimination on any ground and the use of offensive language.
- Misuse of our information systems, associated data, copyright, software or the telecommunications network, including any breach of the Acceptable Use policy.
- Grossly indecent or immoral behaviour.
- Serious breaches of our rules relating to the disclosure of confidential information.
- Acts or omissions endangering the health and safety of any person, disregard for the safety of other employees, or any serious breach of our Health and Safety Policy.
- Being under the influence of drink or drugs at work.
- Being in possession of and dealing in unauthorised substances whether at work or at any other time.
- Deliberate falsification of any record including, for example, timesheets, absence records, records relating to children's files or details or staff training records.
- Undertaking private work during your working hours for the Pre-school without express permission.
- Disqualification from driving where driving is an essential or important part of your employment.

G. Appeal

If you are dissatisfied with any disciplinary decision then you may appeal using the **Appeals Process**, as set out at the end of this policy.

Grievance Policy & Procedure

A. Introduction

We recognise that misunderstandings or grievances may sometimes arise between members of staff or between members of staff and parents or members of the committee. It is important that these grievances are brought out into the open and resolved as quickly and as fairly as possible.

We will make every reasonable effort to try to redress your grievance.

In most cases this can be done informally. However, a more formal approach may sometimes be needed. We will also always follow a formal process if you ask us to do so.

If you have a personal grievance or a complaint about any Pre-school matter, you should follow the procedure set out below. You may be accompanied at any stage in the procedure if you wish in accordance with your statutory entitlement.

B. Informal Procedure

1. You should discuss the matter with the Setting Manager who will try to settle the matter promptly. If the matter involves the Setting Manager, you should discuss it with the Chairperson. This may involve mediation which will require the support of the Committee or Devon County Council HR One team.

2. The Setting Manager/Chairperson will discuss the grievance fully with you and then consider the grievance to try to find a solution.

C. Formal Procedure

If you are unhappy with the outcome of an informal procedure, or you wish to follow a more formal procedure from the start, you should use the following procedure.

1. You should send your grievance in writing to the Chairperson (the Grievance Manager).

2. On receipt of your grievance, the Committee may be notified if appropriate. In order to maintain confidentiality in sensitive matters, the Chairperson may decide to only notify certain members of the Committee. The Chairperson will investigate your grievance fully, or if this is not appropriate, they may appoint another member of the Committee or Pre-school staff to do so (the Investigator).

3. If deemed necessary, the Investigator will begin his/her investigation by interviewing you. You should tell the Investigator about your grievance at this meeting. The Investigator will then decide how to continue with their investigation. If there are any steps you do not want the Investigator to take, you should tell them at that meeting. In cases where there is a potential safeguarding issue, the Chairperson may need to take certain steps that cannot be bypassed and reserves the right to do so.

4. At the end of their investigation, the Investigator will then present a report (the Report) of their findings to the Committee as soon as practical.

5. The Grievance Manager will then arrange a meeting with you to discuss the grievance. You will be entitled to be accompanied to the meeting. You must notify us of who will be accompanying you in advance of the meeting. You will receive a copy of the report before the meeting, unless the Grievance Manager's view is that it would not be appropriate for you to see all or part of the report.

6. The Grievance Manager will consider the grievance with you at the meeting, and you will be notified of their decision in writing.

Appeals

If you are unhappy with the decision, you can appeal against it under the **Appeals Process**, as set out at the end of this policy.

Capability Policy & Procedure

A. General

1. So that we can provide the best possible service for our children and parents/carers we require the highest standard of commitment to work and job performance from our employees.

2. We will give whatever help we can reasonably give you to achieve the standards of performance or capability required, assessed by reference to your skill, aptitude and physical and mental abilities.

3. If we have any concerns about your capability to do your job, we will follow the procedures set out in this section.

4. If we decide (having followed these procedures) that you are not capable of doing your job, we may also or in addition to the steps set out in the procedures offer you another job which is more suited to your capabilities. This job may be at a level equivalent to your existing job, or it may be of a lower status. We will normally explain the reasons for making such an offer, and set out the terms and conditions of employment applicable to this new job (which may, for example, carry a lower rate of pay than that applicable to the existing job). You will be given an opportunity to consider the new offer of employment, but will normally be expected to respond to such an offer within five working days.

5. We reserve the right to omit any of the stages detailed below depending on the level of incompetence alleged.

B. Poor Attendance Record

This section deals with frequent short absences. Long term absence is dealt with under the heading below.

If you have a poor attendance record, there may come a time when the inconvenience caused by the length and/or frequency of the absences means that some action must be taken.

It may even be necessary to dismiss you in these circumstances after appropriate warnings, and all reasonable support and assistance, have been given to you. This may be the case even if the reason for absence is genuine sickness covered by medical certificates.

In all cases, we will take into account:

- the nature of the illness or illnesses;
- the likelihood of recurrence or some other illness arising;
- the length of the various absences;
- the periods of good health between them;
- the need for us to have the work done;

- any steps that we can reasonably take to help you improve your attendance record; and
- the impact of your absences on your fellow employees

before taking any formal action under **Part B1** below.

B1. Procedure

1. A full investigation of the facts will be carried out by the Setting Manager and/or the Chairperson, who will review your attendance record and the reasons for your absences.

2. We may seek medical evidence where it would assist us in determining:
   - the cause of the absences;
   - the reasons for their frequency;
   - the likelihood of them continuing in the future; and
   - any reasonable steps that we could take to help you improve your attendance record.

3. You will then be notified in writing of the basis of our concerns, and you will be called to a meeting with the Setting Manager and/or the Chairperson at which your attendance record, and the reasons for your absences, will be considered. You will have the right to be accompanied to that meeting, and will be given the opportunity of participating fully in the meeting. At that meeting, we will consider with you any steps we could reasonably take to help you improve your attendance record.

4. In cases of genuine, but nevertheless disruptive, intermittent absence you will be given a **formal (first or final) written warning**, informing you:
   - that your level of absenteeism is unacceptable and must improve;
   - of the steps (if any) we will take to help you reduce that level to an acceptable level;
   - how and by what time your attendance record it must improve; and
   - what the consequences will be if it does not do so.

5. If we have taken the steps we said we would take, but your attendance record does not improve to a satisfactory standard within the time specified in the warning, you will be called in writing to a further meeting with the Setting Manager and/or Chairperson, following which you may be given a **final written warning**. You will again have the right to be accompanied, and to participate fully in the meeting. The meeting will be conducted in the way described in paragraphs 3 and 4 above.

6. If we have again taken the steps we said we would take, but your attendance record does not improve to a satisfactory standard within the time specified in the final written warning, you will be called in writing to a further meeting with the Setting Manager and/or Chairperson, following which you may be dismissed by reason of lack of capability. You

will again have the right to be accompanied, and to participate fully in the meeting, which will be conducted in the way described in paragraphs 3 and 4 above.

7. The letter calling you to this meeting will notify you of:

- why dismissal is being contemplated;
- your right to be accompanied; and
- when and where the meeting will be.

8. If:

- we have evidence to believe that your attendance is unlikely to improve within a reasonable period; and
- there is nothing that we can reasonably do to help you improve your attendance record, any steps we have taken have failed and there are no other adjustments that might be made, or you have unreasonably refused to co-operate in the trial of such adjustments that have been reasonably proposed by us you may be dismissed in accordance with this procedure on the basis that you are no longer capable of doing work of the kind that you were employed to do.

NB In exceptional circumstances, one or both of the warning stages may be omitted, depending on your absence record, its impact on the business and your response to any earlier informal warnings.

B2. Appeals

You will be given the opportunity to appeal against decisions taken under this procedure in accordance with the Appeals Procedure, see pages 38 and 39.

C. Long-Term Absence

This procedure is designed to deal with the unfortunate situation of a long absence through illness or injury.

At all stages, our approach will be governed by your condition as understood by us.

C.1 Procedure

1. We will notify you in writing of the basis of our concerns. We will ask you to give your consent in writing to your GP, a GP nominated by us and/or another medical specialist (such as an Occupational Health Specialist (**the doctor**) preparing a medical report about:

- your condition (and whether it may amount to a disability);
- the prognosis;
- the effect of your condition on your ability to carry out both:
  - the requirements of your job (or any other suitable job); and

- normal day-to-day activities; and
- any steps that we can reasonably take to enable you to carry out your job.

2. It is a term of your Contract that you should give that consent in respect of any reasonable request. If you do not give that consent, we will be forced to take whatever action is appropriate under this procedure in the absence of that evidence. In particular:

    - if we have no medical evidence to the effect that you will be able to return to work, we may have no alternative but to dismiss you;
    - we may not be able to consider with you any adjustments to your working environment if we have no medical information to help us work out what adjustments would be appropriate.

3. When we write to the doctor, we will tell the doctor:

    - about the requirements of your job; and
    - that we are considering your future continued employment and/or any adjustments that we could make to help you return to work.

4. We will ask the doctor to provide:

    - a diagnosis;
    - a prognosis;
    - his/her view as to when you might be able to return to work; and
    - advice about what adjustments we might make to help you to return to work.

We will also consider obtaining a report from an Occupational Health Specialist. Any additional medical costs incurred will be met by the pre-school.

5. Once we have taken reasonable steps to obtain that medical evidence, we will write to you to invite you to a meeting with the Setting Manager and/or the Chairperson. The arrangements for the meeting will take account of your condition and what would make you feel comfortable. At the meeting, we will discuss with you your medical position, your prospects of resuming work and the situation generally, including what adjustments we could take to help you return to work.

6. You will have the right to be accompanied to that meeting, and you will be given every opportunity to set out what you feel you need to say about your future prospects.

7. The matters that we will take into account in deciding what decision to make about your future with us following that meeting will include:

    - the nature of your condition;
    - the likely length of your continuing absence;
    - the needs of our business;

- any adjustments that we are able to make; and
- the particular circumstances of the case.

8. If:

- you have been off work for a long period through illness or injury; and
- on the basis of the medical and other evidence that we have reasonably been able to obtain:

we have concerns that you may not be able to return to work in your job or in any other job for us in the foreseeable future; and

Either:

- there are no adjustments that we can make to your post or to our working environment which would enable you to resume your work;
- any adjustments that have been tried have failed and there are no other adjustments that might be made;

or:

- you have unreasonably refused to co-operate in the trial of such adjustments that have been reasonably proposed by us

we may have no alternative but to bring your employment to an end.

9. You will be given the opportunity to appeal against a decision to dismiss in accordance with the appeals procedure, see pages 38 and 39**.**

D. Poor Performance

The Setting Manager will aim to resolve any performance problems through informal discussions with you during the normal course of work. These discussions should identify any problem areas and, if appropriate, result in an agreed action plan.

Such matters may also arise during the appraisal process.

You will be expected to participate actively in such process, and commit to following any suggestions the Setting Manager makes to you as to how you can improve your performance.

If that approach is not successful, the following procedures will apply.

D. 1 Complaint and Investigation

1. Any complaint made about your performance will be reported to the Chairperson and/or the Committee, who will either appoint another member of staff or the Committee to investigate the complaint where possible, or they will investigate the complaint themselves (the **Investigator**).

2. The method of investigation will be at the discretion of the Chairperson and /or Committee but they will usually take statements from the person who made the complaint, and from you, during the course of the investigation.

3. At the conclusion of the investigation, the Investigator shall issue a formal report to the Chairperson and/or Committee.

4. The Chairperson and/or Committee will then decide at their absolute discretion whether to deal with the matter informally with you, or to deal with the matter formally in accordance with the provisions of this procedure.

5. The Chairperson reserves the right to inform only certain members of the Committee/staff of the complaint if the matter is deemed sensitive or confidential. Alternatively, only key information may be given at the Chairperson's discretion.

NB:

(a) In the event of any illness or disability of yours of which we are aware, or of which we become aware during the course of this process, we will (subject to your full co-operation) use all reasonable endeavours to obtain appropriate medical and other information about your condition and whether that affects your ability to carry out your job.

(b) You will be required to co-operate fully in such investigations.

(c) We will take such matters into account when applying the following procedure.

D.2 Procedure in The Event of Suspected Poor Performance

1. If the Chairperson and/or Committee decide at their absolute discretion that formal action needs to be taken, they will notify you in writing of the basis of our concerns, and will call you to a Capability Meeting, which will usually be conducted by the Setting Manager and/or the Chairperson (the **Hearing Manager**).

2. The Hearing Manager will, so far as possible provide you with copies of all of the evidence on which they intend to rely at the Capability Meeting when you are invited to the Capability Meeting.

3. You will have an opportunity at the Capability Meeting to respond to the complaints made and give an explanation for the matters complained of.

4. You may if you wish be accompanied to the Capability Meeting.

5. We will write to you as soon as possible after the conclusion of the Capability Meeting with our decision, and will notify you of your right of appeal.

D.3 Capability Decisions

1. Stage 1

If in the light of the information and matters disclosed and discussed at that meeting the Hearing Manager's view is that our concerns are justified, you will be given a formal First Written Warning, specifying:

(a) The improvements required of you;

(b) The time by which those improvements have to be made; and

(c) The fact that further action may be taken under this procedure should your performance not improve as required.

The Chairperson, with the support of the Setting Manager, may at the same time draw up an action plan for implementation by you and/or us as appropriate. Any agreed adjustments that we are committed to carry out in view of any illness or disability and any other training, support and supervision that we agree to provide will be set out in the action plan.

2. Stage 2

If:

(a) you appear to have failed to improve sufficiently within the period referred to in the first written warning; and

(b) in the light of the information and matters disclosed and discussed at the first and at a further Capability Meeting, and of any adjustments made by us,

the concerns of the Chairperson, with support of the Setting Manager, remain justified, the Hearing Manager may issue you with a Final Written Warning.

That Final Written Warning will specify:

(a) The improvements required of you;

(b) The time by which those improvements have to be made; and

(c) The fact that, if you fail to improve sufficiently within the specified period, your employment may be terminated.

The Chairperson may at the same time draw up a new action plan, or revise the action plan issued at the same time as the First Written Warning.

3. Stage 3

If you appear to have failed to improve sufficiently within the period specified in the Final Written Warning, you will be invited, in writing, to attend a further meeting at which you may be accompanied by a colleague or trade union representative.

The meeting will determine whether your employment can continue.

The letter calling you to the meeting will notify you of:

(a) why dismissal is being contemplated;

(b) your right to be accompanied; and

(c) when and where the meeting is to take place.

If:

(a) you did fail to improve sufficiently within the period referred to in the final written warning; and

(b) in the light of the information and matters disclosed and discussed at the first and at further Capability Meetings, and of any adjustments made by us,

the Chairperson's concerns remain justified, you may be dismissed.

D.4 General Point

The Chairperson has the right to omit any stage in this procedure if they feel that it would be appropriate in the circumstances of the case, taking into account your capability record and your actual or likely reaction to warnings.

D.5 Appeals

You may appeal against any decision made under this procedure in accordance with the appeals process as set out at the end of this policy.

Appeals Process

A. Appeals Procedure

1. You may appeal in writing against any action taken under the Grievance, Disciplinary or Capability Procedures by sending an appeal letter (**Appeal Letter**) to a member of the Committee or Chairperson within seven working days of the date of the letter in which the decision against which you are appealing is set out.

2. You must set out in your Appeal Letter:

   (a) the element or elements of the decision against which you are appealing; and
   (b) the reasons for your appeal in respect of each such element.

3. On receipt of the Appeal Letter, the Chairperson or other designated person will conduct the following appeals procedure. For the avoidance of doubt the appeal will be conducted by way of review rather than rehearing.

4. The Chairperson/or other designated person will arrange an Appeal Meeting, to be chaired by him/her, at which the following will be present:

(a) the Chairperson/other designated person;
(b) you;
(c) the Setting Manager (where appropriate and at the Chairperson's discretion)
(d) any person chosen by you to accompany you (who may be either a colleague or a Trade Union Representative);
(e) any other person agreed by the Chairperson and you or invited by the Chairperson/or designated other person.

5. The Chairperson may appoint an external individual to conduct the appeal. This may be someone from Devon County Council HR One or another external organisation. This is at their absolute discretion and will be done in order to ensure a fair and consistent appeals process.

6. The appeal will be limited (subject to the discretion of the Chairperson to allow further matters to be considered) to matters raised by you in your Appeal Letter.

7. The Chairperson will write to you as soon as possible after the conclusion of the Appeal Meeting with his/her decision.

8. The decision made on the Appeal will be final.

B. Decisions on the Appeal

The Chairperson/other designated person may:

1. Allow the appeal in full or in part, substitute his/her own decision for the original decision made (including increasing the sanction given), or uphold the decision; and

2. Make any relevant consequential findings and decisions.

Document History

Date	Change details	Reviewed by
01/04/2013	Policy created	Rowan Pettitt
03/02/2015	References to Devon County HR changed to Devon County HR One. General Matters: General application statement added. Clarification added regarding the extent of the right to be accompanied. Disciplinary: provision added for witnesses at disciplinary hearing; sanctions short of dismissal added; clarification over duration of warnings added. Various other amendments made throughout in drafting, definitions and for clarification.	Ellie Hibberd
03/12/2015	Early review – no changes made	Rowan Pettitt
03/08/16	Policy review – no changes.	Rowan Pettitt
01/12/17	Policy review – no changes	Rowan Pettitt
2/10/18	Policy reviewed – 'appeals procedure set out below' changed to 'see pages 38 & 39'	Donna Manser
01/10/19	Policy reviewed – no updates	Donna Manser
23/10/20	Policy reviewed – no updates	Anna Shelbourne
22/09/21	Policy reviewed – no updates	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed- no update	Charlotte Gibbins
01/10/25	Policy reviewed. Headings rearranged to make clearer layout.	Clare Livingstone
01/11/26	Policy reviewed – no updates	Clare Livingstone