

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
14 JUNE 2010**

REPORT BY: CLERK TO THE JOINT COMMITTEE

**PORTCHESTER CREMATORIUM –
GRIEVANCE AND DISCIPLINARY PROCEDURES**

Purpose

1. To approve grievance and disciplinary procedures for all employees of the Joint Committee.

Recommendations

- (1) That the grievance and disciplinary procedures set out in the Appendix be approved;**
- (2) That arising from approval of the two procedural documents, an Appeals Panel comprising 3 members be appointed, with 3 other members of the Joint Committee as standing deputies.**

Background

2. As part of the Annual Governance Statement, previously approved by the Joint Committee, it was recognised that a grievance and disciplinary procedure should be developed for staff employed by the Joint Committee.
3. The opportunity has now been taken to prepare two separate documents covering both grievance and disciplinary procedures, and these are attached as an Appendix. These have been the subject of consultation with staff.
4. The procedures set out in both documents will apply to all employees of the Joint Committee. This includes the full and part time staff employed at the Crematorium and those part time officers who report directly to the Joint Committee.
5. The documents have been prepared taking account of good practice and with the benefit of guidance from the Advisory, Conciliation and Arbitration Service (ACAS).

Appeals Process

6. Whilst responsibility for dealing with any matters arising will fall initially to the Manager and Registrar and/or the Clerk to the Joint Committee, there is a requirement to establish an appeal process at various levels. As part of this there is a need to provide the mechanism for an Appeal Panels, which I suggest should comprise 3 members of the Joint Committee, with 3 other members as standing deputies.

John Haskell
Clerk to the Joint Committee

*Background list of documents –
Section 100D of the Local Government Act 1972 – None*

JH/me
1 June 2010