

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

**Section A - General Information:**

Disciplinary Policy and Procedure

***NOTE - insert name of policy or procedure.***

**1 - What is the aim, objective or purpose of the policy?**

To ensure that there will be a fair and consistent approach to the enforcement of standards and conduct throughout the Trust.

***NOTE - Wherever possible quote directly from policy documentation.***

**2 - What outcomes do we want to achieve for this policy or function, & for whom?**

The policy is designed to help employees to achieve and maintain standards of conduct, attendance and job performance.

***NOTE - Wherever possible in responding to these questions, be specific, & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.***

**3 - Who are the main stakeholders in the policy?**

All staff – issues concerning the professional misconduct of Consultant Medical Staff should be dealt with under the Doctors and Dentists Disciplinary Framework.

**4 - Who is intended to benefit from this policy, & in what way?**

Key stakeholders – all staff to ensure that there is a fair and consistent approach

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to the enforcement of standards of conduct throughout the Trust.  
Patients and service users will be assured that consistent standards are applied throughout the organisation.

***NOTE - Wherever possible in responding to these questions, be specific & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.***

**5 - What factors contribute to the outcomes of the policy? What forces detract from the outcomes?**

No disciplinary action will be taken against an employee until the case has been investigated and a disciplinary hearing has taken place.  
The employee will be advised in writing of the nature of the complaint against him or her and the arrangements for the hearing.  
At least three days notice will be given of a hearing.

**6 - How do the outcomes help or hinder other organisational objectives, policies or values?**

In poor performance cases, where the reason is not in the control of the employee, the Trust's capability policy and procedure will be used in place of this procedure.

Poor performance resulting from, for example, negligence, lack of application or attitudinal problems will be dealt with under the disciplinary procedure.

**7 - If there are associated objectives of the policy, what are they?**

Minor faults will be dealt with informally by managers through counselling. The manager should inform the employee of the concerns about the standards of his or her behaviour and/or performance and ascertain whether there are underlying reasons for them.

Time limits should be set for improvement.

**8 – Who defined or defines the policy?**

Human Resources  
Line Managers  
Heads of Departments

**9 - Who implements the policy & who is responsible for it, including the role the institution holds in relation to this policy, & the roles of other institutions/Public Bodies & Agencies?**

Author  
Trust Board Committee

**10 - How relevant is the policy to each Equality category? Based on your answers above, is the policy of High, Medium, or Low relevance:**

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(tick one box for each Equality category)

| <b>Category</b>           | <b>High</b> | <b>Medium</b> | <b>Low</b> |
|---------------------------|-------------|---------------|------------|
| <b>Age</b>                |             |               | *          |
| <b>Disability</b>         |             |               | *          |
| <b>Ethnicity (Race)</b>   |             |               | *          |
| <b>Gender (Sex)</b>       |             |               | *          |
| <b>Religion or Belief</b> |             |               | *          |
| <b>Sexual Orientation</b> |             |               | *          |

**11 - Are there any concerns the policy could have a differential impact on the grounds of racial or ethnic origin?**

No

**12 - Are there any concerns the policy could have a differential impact on the grounds of religion or belief?**

No

**13 - Are there any concerns the policy could have a differential impact on the grounds of disability?**

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No

**14 - Are there any concerns the policy could have a differential impact on the grounds of age?**

No

**15 - Are there any concerns the policy could have a differential impact on the grounds of sexual orientation?**

No

**16 - Are there any concerns the policy could have a differential impact on the grounds of gender?**

No

**Section B - The General Duty:**

**1 - Which aspect of the General Duty does this policy or function relate to?**

tackling unlawful discrimination;

promoting equality of opportunity;

promoting good relations between people from different racial groups;

or None (not relevant to General Duty).

**If None, please provide reasons:**

**2 - Is there enough evidence to proceed directly to a Full Impact Assessment?  Y  N**

**3 - Is there enough evidence to proceed to a Secondary Impact Assessment?  Y  N**

**If Yes, please provide the date of the Secondary Impact Assessment:**

**4 - Could the differential impact identified (in Section A questions 11-16) indicate the potential for adverse impact?**

Y   X N

**If Yes, please explain in relation to the 3 aspects of the General Duty:**

**5 - Can the adverse impact be justified on the grounds of promoting equality for one group, or for any other reasons?**

Y   X N

**If Yes, please explain in relation to the 3 aspects of the General Duty:**