Discipline and Grievance Cases										
	Objective	**Owner**	**Key contributors**	**Completion date**	**Resource issues**	**Communication issues**	**Risks**	**Review date (s)**	**Period Activity**	**Status**
Objective	Formulate process for effective and efficient dealing with Discipline and Grievance cases	C.Parkinson	F Swann, P Short, Personnel Officers, J Buckley, M Smart, V McMillen, Uniformed HR Managers, Rep bodies, L Reeson, Training providers, D Dawson.	Jul-07	Funding resources for training line managers.	Extensive communication required throughout the organisation.	Unless current practices are addressed risks are: ET cases, Waste of Management and the time, staff demotivation, worsened Industrial relations.		Chris Parkinson held discussions with Mark Healy to ascertain regional stance. Draft NFRS disciplinary procedure issued to Uniformed Rep Bodies for comment. Chris Parkinson and Karen Jennings to discuss operation of discipline and grievance proc	
Sub objective	Log issues/problems with current arrangements.	C.Parkinson	Personnel Officers, J Buckley, V McMillen.							Completed
Sub objective	Have meeting with DCFO, Head of HR, CP, J Buckley, M Smart and Vic McMillen to address key issues.	C.Parkinson	DCFO, P Short, M Smart, V McMillen.	End March					Chris Parkinson and Karen Jennings to discuss operation of discipline and grievance procedures in NFRS with Uniformed management at a meeting on 15th March, with a view to identifying and addressing problems/issues so as to streamline current activities,	Completed
Sub objective	Have meetings to discuss with rep bodies and personnel officers and HR station managers.	C.Parkinson	Rep bodies, Personnel Officers, HR Station Managers, K Jennings.	End May						N/A at present
Sub objective	Produce discipline and grievance procedure, guidance and templates.	C.Parkinson	K Jennings	End May						N/A at present
Sub objective	Formal consultation on above.	C.Parkinson		End June						N/A at present
Sub objective	Finalised revised procedure, guidelines and templates.	C.Parkinson	K Jennings	End July						N/A at present
Sub objective	Source training provider/design training course	C.Parkinson	D Dawson	End July					Discussed process with Mandy Irons/Dick Dawson	N/A at present
Sub objective	Train Watch Managers	C.Parkinson	Training providers	End August						N/A at present
Sub objective	Communicate to staff	C.Parkinson	L Reeson	End August						N/A at present
Sub objective	Implement revised procedures	C.Parkinson	Line management	End August						N/A at present