

Disciplinary Policy - Schools



July 2025
Version 7.0
Human Resources

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1.0 Policy Statement:

- 1.1 The morale of the schools workforce depends to a large extent on the ability to achieve and preserve high standards of co-operation and discipline. Most employees understand and accept that in any organisation there must be rules on conduct if activities are to run smoothly and constructively for the safety and wellbeing of everyone.
- 1.2 The definition of a disciplinary process is: “a way of dealing with job-related behaviour and/or attitude that does not meet expected and communicated performance standards”. Disciplinary procedures are applied primarily to help and encourage employees to improve rather than just as a way of imposing a punishment.
- 1.3 The purpose of this policy is to set acceptable standards of conduct and will address all disciplinary matters appropriately. The Disciplinary Toolkit provides examples of types of Misconduct and Gross Misconduct that would normally justify sanctions under the Disciplinary Policy. The level of the sanction will depend on the seriousness of the misconduct and take into consideration any mitigating or aggravating circumstances.
- 1.4 The Disciplinary Policy will provide a fair, reasonable and consistent method of dealing with possible breaches of discipline that need to be brought to the employee’s attention. Where such steps prove unsuccessful, the employee may have their employment terminated on the grounds of misconduct.
- 1.5 This Policy has been developed in line with the ACAS code on Disciplinary Procedures.

2.0 Scope

- 2.1 This policy applies to all Teachers (except those Teachers centrally employed by Milton Keynes City Council)
- Staff employed in Community Schools and Voluntary Controlled Schools
- Employees during their probationary period

3.0 Introduction/Purpose

- 3.1 This policy is designed to:
 - Inform employees of the standard of conduct that is unacceptable
 - Establish responsibilities of managers/HR/Investigating Officers during the disciplinary process
 - Establish the rights and responsibilities of employees
 - Provide for possible disciplinary breaches to be dealt with as soon as possible using a fair, reasonable and consistent method that agrees with the principles of natural justice and the test of the balance of probabilities

- 3.2 The policy does not replace the normal interaction between manager and employee and recognises that minor breaches of conduct should be dealt with promptly and informally without referring to formal disciplinary procedures.
- 3.3 Action under this policy relates both to conduct at work and instances where conduct outside work has a direct relationship to the employee's duties. This includes action or conduct that is likely to bring the council into disrepute or raises concerns about an employee's suitability to continue to work in a position of trust.
- 3.4 In certain circumstances, this document should be read in conjunction with other policies such as those dealing with managing underperformance, harassment and bullying, managing attendance and the schools Code of Conduct.
- 3.5 This document refers to employees, if a situation arises that involves the Headteacher then this process will then be managed by the Chair of Governors with support from the schools HR Provider and Milton Keynes City Council Schools HR Business Partner.

4.0 Roles and Responsibilities

4.1 Senior Leadership Team

- Own and take responsibility for the disciplinary process and ensure that it proceeds within the timescales of the Disciplinary Policy
- Maintain close contact with HR throughout the disciplinary process
- Maintain a working environment where all employees are aware of accepted standards of conduct and promptly draw an employee's attention to any way in which their conduct falls below the required standard
- Examine the standards applied in similar situations to make sure the employee is not being unfairly singled out and to ensure consistency
- Make full notes of any discussions (informal or formal) relating to the disciplinary matter
- Maintain confidentiality
- Make the decision on whether or not suspension is appropriate
- Headteacher will appoint an Investigating Officer and arrange for them to have suitable release time from their day to day duties to facilitate a timely completion of the investigation
- Headteacher will consider the recommendation of the Investigating Officer and make the decision on whether a disciplinary hearing is appropriate
- Headteacher will make the decision on who will Chair a disciplinary hearing. Normally it will be a panel of governors that will chair a disciplinary hearing, k
- The Chair of a disciplinary hearing or appeal will make a decision on an appropriate disciplinary sanction

4.2 Human Resources

- Maintain close contact with the Line Manager and the Investigating Officer throughout

the disciplinary process

- Provide advice and guidance on meetings/hearings, investigation report, appeals and standard documentation
- Advise on the disciplinary procedure to ensure compliance with the law, fairness and consistency
- Attend disciplinary hearings and appeal hearings in an advisory capacity to the Chair of the hearing, and advise on an appropriate disciplinary sanction in specific cases
- Ensure that records of disciplinary investigations and hearings are placed on the appropriate file
- Maintain confidentiality

4.3 Employee

- Take full responsibility for their conduct and maintain a standard of conduct acceptable to the Line Manager and other employees
- Co-operate in any investigation being carried out into their own or others' alleged misconduct
- Attend and take part in any disciplinary hearing and be prepared to put forward their version of events and/or explain their conduct fully, honestly and truthfully
- Maintain confidentiality

4.4 Investigating Officer

- Liaise with the Line Manager and HR to gain a full understanding of the nature and scope of an investigation
- Provide a complete investigation report, within a recommended timeline and to an acceptable standard
- Be impartial and not have a conflict of interest that might prejudice a fair investigation
- Make a recommendation to the Headteacher and HR as to whether a disciplinary hearing should be arranged or whether the matter should be dropped
- Attend disciplinary hearings and present the investigation report
- Maintain confidentiality

5.0 Principles

- 5.1 The provisions of the Equality Act 2010 will be applied throughout the implementation of this Policy. MKCC's Equality Policy can be found [online](#).
- 5.2 The stages of the disciplinary procedure will be conducted without unnecessary delay. At all stages, the employee will be advised of the nature of the complaint against them and that the formal procedure has been instigated and is being followed.

- 5.3 No formal disciplinary action will be taken against an employee until the allegation has been fully investigated. If it is deemed appropriate, the employee may be suspended whilst the investigation is being carried out.
- 5.4 No formal disciplinary sanction will be imposed without a disciplinary hearing and any sanction will be confirmed in writing to the employee.
- 5.5 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty could be dismissal without notice or pay in lieu of notice.
- 5.6 An employee will be given the opportunity to state their case at a formal hearing and will have the right to be accompanied at the hearing by a trade union representative or an work colleague of their choosing providing this person does not have a conflict of interest or their presence would prejudice the hearing.
- 5.7 The disciplinary measures described in this Disciplinary Policy are not necessarily sequential and may be implemented at any level if the employee's alleged misconduct warrants such action.
- 5.8 A decision on disciplinary action will be made in the light of what is believed, on the balance of probabilities, to have occurred and in reaching a decision about appropriate sanctions; the Chair will take account of any mitigating or aggravating circumstances. The nature of any disciplinary action taken will be proportionate to the seriousness of the case and its surrounding circumstances and, will reflect a conclusion that any reasonable employer could have been expected to reach.
- 5.9 An employee will be given a written explanation for any action to be taken as a result of a disciplinary hearing.
- 5.10 An employee will have the right to appeal against any formal disciplinary sanction imposed under this Disciplinary Policy.
- 5.11 Where the suspension of a local Trade Union representative is being considered, before such action is taken, the circumstances must be reported to HR, and, after obtaining the employee's agreement, they will inform the senior Trade Union officer, employed by the council. If the suspension involves a local officer of the Trade Union, then, again the circumstances must be reported to HR and, after obtaining the employee's agreement, they will ensure that the Trade Union Regional Officer is notified. Where this is not possible, suspension or investigation will only be permitted where the situation requires an immediate response such as in cases of gross misconduct or where a risk to health and safety exists.
- 5.12 All employees working for or on behalf of Milton Keynes City Council (this includes employees working within schools) have a duty to report any child or adult protection/welfare concerns. Failing to report a safeguarding matter (that could concern a child or adult) could result in an employee having disciplinary action taken against them.

- 5.13 It is essential that all meetings/hearings related to the informal and formal stages of the disciplinary process are carefully documented.

6.0 Cases of Alleged Financial Irregularity

- 6.1 Financial regulations require Schools to notify ??? to decide if the matter warrants further action by the Audit Section and whether the matter should be referred to the police for further investigation. The school will be informed if such action is taken.
- 6.2 Please refer to Milton Keynes City Council's [Corporate Anti-Fraud Policy](#) for details of the council's zero tolerance towards fraud.

7.0 Cases of Alleged Criminal Activity

- 7.1 If the case involves suspected criminal offences that may lead to police proceedings, there is no obligation to await the outcome of any criminal case before taking disciplinary action. This is providing the allegations have been properly investigated and the Investigating Officer believes on the balance of probabilities that the employee committed the misconduct. In these cases it may be appropriate to seek advice from Police before undertaking an internal disciplinary process.
- 7.2 For suspected criminal offences other than financial irregularity, the headteacher will liaise with an HR representative and the chair of governors.
- 7.3 A criminal offence outside employment will not be treated as an automatic reason for disciplinary action. The main considerations should be whether the offence is one that makes the employee unsuitable for their type of work or to remain in the schools employment or where the actions of the employee could bring the school into disrepute.
- 7.4 Where it is felt necessary to investigate the allegations, this must be carried out in line with the Disciplinary Policy and consideration will be given as to whether or not the employee can remain in post or whether suspension is appropriate.

8.0 Misconduct Falling under Part 1 and Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006 - Referrals to the Disclosure and Barring Service.

- 8.1 Under the Safeguarding Vulnerable Groups 2006 Act, School employees (Milton Keynes City Council) has a legal duty to refer information to the Disclosure and Barring Service (DBS) where they have removed an individual from working or volunteering or have concerns in respect of contact with children or vulnerable adults. In addition to the DBS referral, this should also be referred to the appropriate regulatory body e.g., Social Work England, Teaching Regulation Agency (in line with Keeping Children Safe in Education).

- 8.2 Any breach of the schools safeguarding policy will be managed using this Disciplinary Policy.

9.0 Raising a Grievance or a Bullying and Harassment Complaint Related to an Ongoing Disciplinary Process

- 9.1 A grievance or a bullying and harassment complaint which is raised regarding an on-going disciplinary process will not necessarily postpone the disciplinary process.
- 9.2 The complaint may be dealt with in the course of the disciplinary process, by the employee raising the matter either in the disciplinary hearing or during a disciplinary appeal, unless there are indications that the manager has acted in a vexatious or discriminatory manner.
- 9.3 The Headteacher will determine whether the employee may have a credible complaint, whether or not the relevant policy should be invoked and whether it is appropriate to temporarily suspend the disciplinary process in order to deal with the complaint.

10.0 Grievances or Bullying and Harassment Complaint Relating to the Lead-Up to a Disciplinary Process

- 10.1 A Grievance or a Bullying and Harassment complaint which is raised, regarding the circumstances that led to the disciplinary process being initiated, rather than about the disciplinary process itself, will only postpone the disciplinary process if the allegations are so serious and credible that it would be unreasonable to proceed with the disciplinary process.

11.0 Informal Process

- 11.1 In the course of day to day activities, there will be occasions when managers will need to advise employees informally of minor breaches of discipline.
- 11.2 Most cases of minor misconduct are best dealt with through informal processes rather than through the formal disciplinary procedure. The manager should discuss any problem with the employee at the earliest possible opportunity with the objective of encouraging and helping the employee to improve and stopping the matter from escalating.
- 11.3 The manager is required to keep notes of the date and content of the informal discussion.

12.0 Establishing the Circumstances

- 12.1 When an allegation is made regarding an employee's conduct, the Line Manager, following advice from an HR Representative, will establish the circumstances that led to the allegation, by arranging a meeting with the employee as soon as possible.
- 12.2 Having established the circumstances, a view will be taken to determine whether:

- To suspend the employee pending investigation
- To commission an investigation into the issue
- To deal with the matter informally
- To take no further action

12.3 The manager is required to keep notes of the date and content of the discussion.

13.0 Formal Process

13.1 The formal process may be invoked if the misconduct issues cannot be resolved informally.

14.0 Suspension

14.1 Where any alleged misconduct is potentially so serious that it is unacceptable for the employee to remain at work during the investigation or if their presence at work would prevent a fair investigation being carried out, the employee may be suspended pending the holding of a formal disciplinary hearing to:

- prevent further acts of misconduct
- allow an investigation to take place
- safeguard/protect the employee from other allegations

14.2 Suspension will be on full pay, is precautionary and is not disciplinary action. Suspension should not be seen as the default reaction to an act of alleged gross misconduct. It should instead be viewed as a last resort. Therefore, alternatives to suspension such as temporary redeployment / relocation or working from home must be carefully considered prior to initiating suspension. Alternatives to suspension should be discussed and agreed with HR.

14.3 The decision to suspend an employee must be made by Headteacher in conjunction with Chair of Governors having taken advice from their HR Provider. A risk assessment should be undertaken on any alternatives too be taken. In the event the suspension relates to a Headteacher, in addition you must inform Milton Keynes City Council.. Where an employee is suspended out of normal office hours and it is not possible to consult HR at the time, HR should be contacted as closely as possible to the start of the next working day.

14.4 A Notetaker should be present at a suspension meeting, however, if a Notetaker is not present, notes will be made by the suspending manager of the date and time of the suspension, the reason for the suspension and any comments made by the employee.

14.5 The employee has the right to be accompanied at the suspension meeting by an work colleague or a Trade Union Representative. However, the unavailability of a representative cannot delay the meeting if the seriousness of the allegations means that the meeting is required to take place without delay.

- 14.6 The employee will be informed verbally of the reasons for suspension by the Suspending Manager. The suspension and reasons will be confirmed in writing within 5 working days and a copy of the Disciplinary Policy will be provided.
- 14.7 The School and council has a legal duty to refer an employee to the Independent Safeguarding Authority if the suspension is related to misconduct falling under Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Acts 2006 and Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.

15.0 Investigation

- 15.1 Where an allegation warrants action under this Policy, an investigation will be initiated immediately. It will be the responsibility of the Headteacher to appoint an Investigating Officer; this may be an external independent investigator.
- 15.2 On appointing the Investigating Officer, the Headteacher will ensure that they have suitable release time from their day to day duties to carry out the investigation. This will facilitate a foundation for a thorough and prompt investigation.
- 15.3 Investigations involving cases of suspected fraud or financial irregularity will be referred to Milton Keynes City Council to ascertain if the investigation should be conducted by a designated Internal Audit investigator or include input from a member of the Internal Audit Team.
- 15.4 If the issues to be investigated relate to a local Trade Union representative, before any action is taken, HR must be informed and after obtaining the employee's agreement, they will inform the senior Trade Union Officer, employed by the council. If the investigation involves a local officer of the Trade Union, then, again the circumstances must be reported to HR and, after obtaining the employee's agreement they will ensure that the Trade Union Regional Officer is notified. Where this is not possible, the investigation will only be permitted where the situation requires an immediate response, for example, potential gross misconduct or where a risk to health and safety exists.
- 15.5 The purpose of the investigation is not to decide on disciplinary sanction but to establish whether there is a potential disciplinary case to answer. The investigation will aim to:
- Establish the exact nature of the complaint(s) or allegation(s) and any information that substantiates or refutes it/them
 - Give full details of the nature of the allegation(s) or complaint(s)
 - Offer the employee the opportunity to give their explanation and to provide information that is relevant to the investigation

- 15.6 The investigatory interview(s) of the employee whose actions are being investigated may take place in the presence of an work colleague or trade union representative. The investigation may take place over more than one investigatory interview session.
- 15.7 Employees who witness an incident or who have information relevant to an investigation may be required to attend an investigatory interview and/or a disciplinary hearing. They will have the right to be accompanied at the investigatory interview by an work colleague or a trade union representative.
- 15.8 At the conclusion of the investigation, the Investigating Officer, having taken advice from HR, will produce a written report indicating whether or not the facts and circumstances indicate that there is a need for a disciplinary hearing.
- 15.9 If the recommendation of the Investigating Officer conflicts with the advice from HR, then the Headteacher will adjudicate on the matter. The headteacher will need to clearly demonstrate their rationale in their decision making.

16.0 Preparation for Disciplinary Hearing

- 16.1 Where the recommendation of the Investigating Officer is that there is a need for a disciplinary hearing, the Headteacher will consider the recommendations of the Investigating Officer and decide whether a disciplinary hearing is required and determine who will Chair the hearing.
- 16.2 Headteacher will make the decision on who will Chair a disciplinary hearing. Normally it will be the members of the governing body disciplinary committee responsibility to chair a disciplinary hearing.
- 16.3 An employee will be given the opportunity to be accompanied at the hearing by a trade union representative or an work colleague of their choosing, providing this person does not have a conflict of interest or their presence would prejudice the hearing.
- 16.4 The Chair of the hearing will give the employee at least ten working days written notice of the date of the hearing. Where possible, the letter will be handed to the employee in person.
- 16.5 The Chair of the hearing will arrange for the employee to receive the investigation report, relevant documentation and a list of any witnesses to be called in support of the management case ten working days before the hearing.
- 16.6 The employee will arrange for the Chair of the hearing to receive any documentation to support their case together with the names of any witnesses they intend to call, five working days before the hearing.
- 16.7 The Chair will arrange for the Investigating Officer to receive any documents submitted by the employee at least 3 working days before the hearing.

- 16.8 All documentation will be stored securely and all individuals involved in this exchange must be bound by confidentiality.

17.0 Conduct of the Disciplinary Hearing

- 17.1 The purpose of the disciplinary hearing is to establish the facts as far as possible and to reach a decision based on the balance of probabilities.
- 17.2 The Chair of the Hearing will be advised by an HR representative. The Chair will also arrange for someone to attend specifically to take management notes. If the hearing is in the case of the Heateacher then Milton Keynes City Council HR Representative reserve the right to attend.
- 17.3 The Investigating Officer will present the investigation report and call any witnesses, if required.
- 17.4 The employee will be given the opportunity to respond, present documentation and call witnesses at the hearing.
- 17.5 Witnesses may be called to give direct evidence to a disciplinary hearing on issues of factual dispute or where that person's statement is considered to be crucial to the matter being considered. The final decision as to whether or not it is appropriate for a witness to be called before a disciplinary hearing to give evidence in person lies with the Chair of the hearing.
- 17.6 The Chair of the disciplinary hearing will consider the evidence from both sides, take advice from HR, and make a decision on whether the allegations are upheld on the balance of probabilities and what level of disciplinary sanction is appropriate.

18.0 Disciplinary Sanctions

- 18.1 No disciplinary sanction will be given until the disciplinary procedure, i.e. full investigation and disciplinary hearing has been complied with.
- 18.2 The following sanctions may be applied:

- **First Formal Written Warning - Duration 12 months**

A first formal written warning may be issued where the employee does not have a current disciplinary record and a minor offence of misconduct has occurred. This will remain live for 12 months. After this period, the warning will, subject to satisfactory conduct, be regarded as spent for future disciplinary purposes.

- **Final Written Warning - Duration 24 months**

A final written warning should be issued where:

The employee is subject to a current written warning and there is a further breach of discipline, or

- The misconduct is so serious that it cannot be tolerated a second time, or
- Dismissal would have been the proper sanction but for the mitigation which was taken into account.

This will remain live for 24 months. After this period the warning will, subject to satisfactory conduct, be regarded as spent for future disciplinary purposes.

- **Dismissal**

The sanction of dismissal will be applied where:

- The employee is subject to a current final written warning and there is further misconduct. In this case, dismissal would usually be with pay in lieu of notice

The employee commits gross misconduct and is dismissed without notice or pay in lieu of notice. If the outcome is dismissal for any employee then you must notify Milton Keynes City Council along with an overview of the case and a copy of the outcome letter. This needs to be sent to SchoolsHR@milton-keynes.gov.uk

- 18.3 The School and Milton Keynes City Council has a legal duty to refer an employee to the Independent Safeguarding Authority if their dismissal is related to misconduct falling under Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006 and Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.

19.0 Duration of Warnings

- 19.1 Warnings will be disregarded for future disciplinary action only after the periods of time specified above. However, a warning should still remain on record and retained on the personal file, to be referred to when necessary. Where a pattern emerges in lapses of conduct soon after the expiry of warnings and there is evidence of abuse of the policy, the employee's disciplinary record should be borne in mind when deciding how long any subsequent warning should remain live.
- 19.2 Exceptionally, there may be circumstances where the misconduct is so serious, verging on gross misconduct, that it cannot be disregarded for future disciplinary purposes. In such cases, the final written warning may never be removed and any recurrence will lead to dismissal.

20.0 Other Sanctions

- 20.1 Other sanctions may also be used in conjunction with formal warnings. However, in all cases advice must be taken from HR. The following may be considered:
- Withholding incremental progression
 - Demotion, down-grading or transfer to other duties. In the event of down-grading the

schools/council's pay protection arrangements will not apply

- 20.2 When deciding on a sanction, the record of the employee and any mitigating circumstances will be taken into account. This is a separate process from the decision about whether or not the allegation is upheld, so information about the employee's record must not be made available to the Chair until after that decision has been taken. Where the employment record is relevant in reaching the decision of the disciplinary sanction, this must be clearly noted for any appeal hearings, but again this must not be disclosed to the Chair of the Appeal until after a decision has been made about the allegation.

21.0 Outcome of the hearing

- 21.1 The employee may be informed verbally of the outcome of the hearing together with any subsequent action required by their Chair of the hearing. In all cases the outcome will be confirmed by the Chair of the hearing in writing within 5 working days of the disciplinary hearing. A copy of the written notification will be retained on the employee's personal file.

22.0 Appeal

- 22.1 If the employee wishes to appeal the decision at any stage of the Formal Process they must do so within five working days of notification of the decision, in writing, to the Chair of the original hearing stating the grounds for appeal using the standard Disciplinary Appeal Form. Any appeal documentation must be submitted to Milton Keynes City Council HR at SchoolsHR@milton-keynes.gov.uk

- 22.2 The employee may appeal on the following grounds only:

- That the disciplinary procedure has been applied defectively or unfairly
- That new evidence has come to light that was not available at the previous meeting / hearing and that it is likely to make a difference to the original decision

and, as a result, the outcome or level of sanction imposed was inappropriate.

- 22.3 The employee must ensure that the Disciplinary Appeal Form is completed in full and clearly demonstrates that they have information/evidence available to them that substantiates their grounds for appeal. An employee cannot appeal simply because they do not agree with or like the outcome.
- 22.4 Arrangements will normally be made for the appeal to be heard within 10 working days of the receipt by the Chair of the completed Disciplinary Appeal Form.
- 22.5 The employee will be given notice in writing at least 7 working days in advance of the time and place of the appeal hearing.

- 22.6 Management and employee should provide the Chair with any written material to be used at the hearing, at least 5 working days prior to the appeal hearing. Any extension on the time frames must be agreed in advance by both parties.
- 22.7 The Chair will arrange for a copy of the other party's written material to be provided to management and the employee at least 3 working days prior to the hearing.
- 22.8 The Chair of the original hearing will decide who will Chair the appeal hearing. In cases where a sanction up to and including Final Written Warning has been issued at the original hearing, the Chair of the appeal hearing will be at least the same level as the Chair of the original hearing advised by a representative from HR. In cases of dismissal at the original hearing, the Appeal Hearing will be chaired by a Chief Officer, advised by a representative from Human Resources.
- 22.9 At the appeal hearing both parties i.e. the individual who is appealing against the action taken against them and the Headteacher who is presenting the management's case, have the opportunity to state their case and to ask questions of each other.
- 22.10 The employee may be accompanied at the appeal hearing by an work colleague, or a trade union representative.
- 22.11 There will be full consideration of any new evidence presented at the appeal hearing before any decision is taken.
- 22.12 In the case of an appeal against action that includes dismissal, the Chair of the appeal hearing can sanction that:
- The appeal is upheld, or
 - The appeal is not upheld, and that the sanction remains the same
- 22.13 The decision made by the Chair of the appeal hearing should be communicated in writing within 5 working days of the hearing. A copy of the appeal outcome letter must be provided to Milton Keynes City Council HR at SchoolsHR@milton-keynes.gov.uk
- 22.14 The decision made by the Chair of the appeal hearing is final and there is no further internal right of appeal.

23.0 Representation

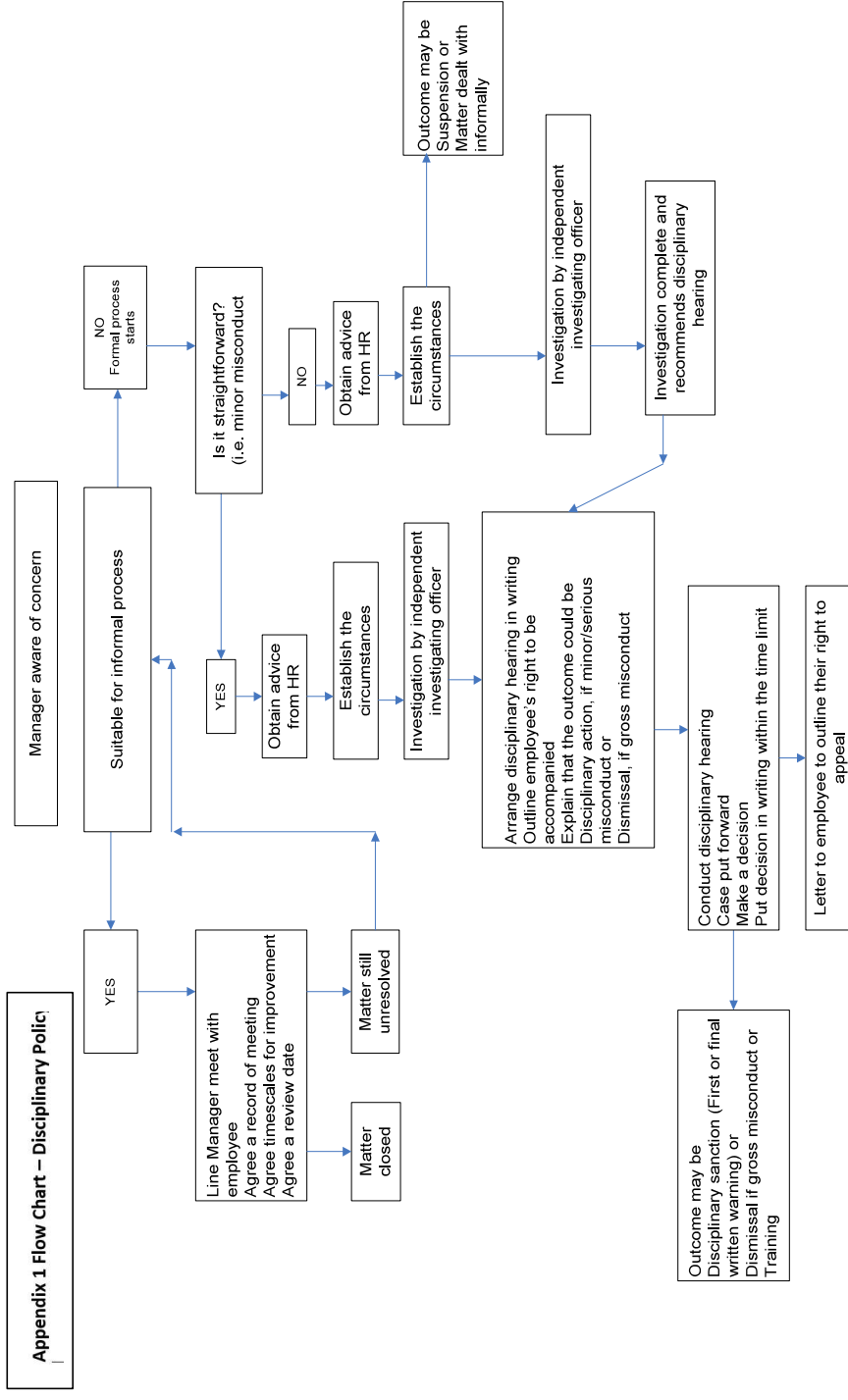
- 23.1 As confirmed throughout the policy, employees may be represented at formal hearings and appeals by a trade union representative or an work colleague. The accompanying person can address the hearing but cannot answer questions on behalf of the employee unless as agreed by the Chair of the hearing.

24.0 Data Protection

- 24.1 The organisation processes personal data collected during investigation meetings, any subsequent stages of the disciplinary process and in recording any sanctions or actions taken, in accordance with its Data Protection Policy. This will include data about suspension. A written record of meetings conducted under this procedure may also be made, either by the person holding the meeting or by an additional person arranged by the organisation to take notes.
- 24.2 Data collected and processed as part of the investigation and any subsequent stages of disciplinary process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure. A summary and the outcome of a disciplinary issue is held as a record on the employee's personnel record and retained and destroyed in accordance with the organisation's Retention Schedule.
- 24.3 Inappropriate access or disclosure of employee data constitutes a data breach and should be reported immediately in accordance with the organisation's Data Protection Policy. It may also constitute a disciplinary offence, which may be dealt with under this Disciplinary Procedure.

25.0 Interpretation

- 25.1 Any questions as to the interpretation of this policy should be referred to your HR provider



Version Control

Version	Date	Updated by	Comments
V4.0	28/06/2023	Nicole Gregory	Placed into new template, Updated references to MKC replaced with MKCC & Director/Assistant Director amended to Director/Head of Service, link within document amended.
V5.0	22/05/2024	Kellie Evans	New MKCC Template
V6.0	10/2024	Lisa Kelly	Amended Section 8 in line with changes to safeguarding process.
V7.0	19/03/2025	Lisa Kelly	Policy reviewed for changes: Amended link to Corporate Safeguarding Policy and Equality Policy.
V7.0	11/07/2025	Schools HR	Aligned with MKCC Disciplinary Policy

