



FOI Ref: 2015/053

26th November 2015

REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

Thank you for your request for information under the Freedom of Information (Scotland) Act 2002, received by email on 10th November 2015. Your specific requests and the relevant information held by the Park Authority are provided below.

I request a copy of your discipline policy/procedure

Please find attached a copy of our staff Disciplinary Procedure as requested.

If your company/department disciplines any member of staff who has been found not guilty in a court of law? If so why? If not why not?

Section 4.5.2 of our Disciplinary Procedure addresses the issue of criminal charges or convictions as follows:

“If an employee is charged with, or convicted of a criminal offence this is not normally in itself reason for disciplinary action. The manager should investigate the facts as far as possible. Consideration needs to be given to what effect the charge or conviction has on the employee’s suitability to do the job.”

While this situation has never arisen to date, should a member of staff be involved in court proceedings, consideration would be given on a case by case basis as to whether the Park Authority would raise any form of disciplinary proceedings.

Yours sincerely

Information Officer

info@lochlomond-trossachs.org

Appendices available on request

Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order

LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N
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Page 1 of 2

for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to the Director of Corporate Services:

Jaki Carnegie
Loch Lomond & The Trossachs National Park Authority
National Park Headquarters
Carrochan
Carrochan Road
Balloch
G83 8EG
E-mail: info@lochlomond-trossachs.org

The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Website: www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info

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