



Llywodraeth Cymru
Welsh Government

Our ref: ATISN 26307
Date: 7 November 2025

Dear ,

ATISN 26307

Thank you for your request which I received on 27 October. You asked for the following information:

Any internal guidance, policy documents, circulars, or advice notes currently in use (or used in the past five years) that concern dismissal of Civil Service staff, including but not limited to:

- 1. Procedures or internal advice on dismissal for misconduct, performance, or redundancy.*
- 2. Any internal guidance circulated to HR teams, line managers, or disciplinary panels.*
- 3. Documents explaining how dismissals should be approved, recorded, or reviewed.*
- 4. Any updates, amendments, or internal communications that revise or clarify such advice.*

Our response

In relation to questions 1-3, relevant policy documents are attached. In relation to question 4, there is no information held.

Next steps

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response.

Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

or e-mail: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely