



GOOD EASTER PARISH COUNCIL

DISCIPLINARY POLICY

Adopted at the PC Meeting of 24th September 2020

Reviewed at the PC Meeting of 26th September 2024

Purpose and scope

This Disciplinary & Grievance Policy is based on and complies with the 2015 ACAS Code of Practice and aims to maintain good relationships between the Parish Council and its employees by dealing with any disciplinary issues as quickly as possible. The aim of this Policy is to encourage improvement in individual's conduct or performance, when and if necessary.

It sets out the action which will be taken when disciplinary rules are breached. This Policy will be applied fairly, consistently and in accordance with the Data Protection Act 1998 and the Equality Act 2010.

Informal action

Wherever possible, the Parish Council will try to resolve its concerns about an employee's behaviour and/or performance informally, without starting the formal procedure set out below. No disciplinary action will be taken until the matter has been fully investigated.

The Parish Council and the employee should raise and deal with issues promptly and consistently. If there is a disciplinary case to answer the employee should be informed in writing of the following stages in the Disciplinary Policy.

Disciplinary Investigation by and Independent Person

If the Personnel Committee feels that there are no Councillors who are independent it will appoint someone from outside the Parish Council. The investigator will be appointed as soon as possible after the allegations have been made.

Employees have the right to be accompanied by a person of their choice who can address the hearing and respond on behalf of the employee on any views expressed at the meeting and confer with the employee during the hearing. The nominated person does not however have the right to answer questions on behalf of the employee.

The Procedure

Stage 1 – First Warning

If conduct or performance is unsatisfactory, the employee will be given either written warning or a performance note. Such warnings will be recorded, but disregarded after three months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change.

Where the first offence is sufficiently serious, it may be justifiable to move directly to a final written warning. Alternatively, some acts are so serious in themselves they are termed gross misconduct and may lead to dismissal without notice.

Stage 2 – Final Written Warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within one month, action at Stage 3 will be taken.

Stage 3 – Dismissal or Action Short of Dismissal

If the conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, loss of seniority (as allowed in the contract) or dismissal.

Gross Misconduct

This relates to misconduct that is so serious that it is likely to lead to dismissal without notice. For example: theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to The Personnel Committee within five working days. The employer will hear the appeal and decide the case as impartially as possible.

An Appeal meeting will be held, normally within five working days

Fourth Stage – Appeal Decision

After the Appeal meeting the employee will be given a decision, normally within two working days. The Appeal decision is final.

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