

BENWICK PARISH COUNCIL

DISCIPLINE AND GRIEVANCE POLICY FOR EMPLOYEES

(Subject to Employment Act 2002. For guidance please read notes as supplied by NALC. Copies of both are available from the Clerk and form part of your Contract of Employment.)

Reviewed at Meeting 6th March 2017 Item 251/16-17

The following will apply to all Employees. A written record of all procedures taken will be given to the Employee.

DISCIPLINE PROCEDURE

- The matter to which Benwick Parish Council need to discipline an Employee will be discussed initially and documented but if after a reasonable length of time the matter has not been resolved it may be the subject of a Disciplinary Hearing.
- An Employee must be informed in writing the matter which will be the subject of a Disciplinary Hearing.
- The matter will be investigated completely and thoroughly.
- The Employee will be given reasonable time to prepare a defence (within 5-7 working days).
- An Employee may be accompanied to a Disciplinary Hearing.
- All documentation concerning the matter will be given to the Representative of the Employee.
- The Employee will be given sufficient time to answer the allegations.
- The Representative may ask questions of the hearing panel and speak on behalf of the Employee brought before the panel – but may not answer questions put to the Employee.
- The Employee or their Representative will be allowed to challenge any matters that the Employer uses in making their decision.
- The employee has the Right of Appeal against a decision to the Appeals Panel.
- No person will be victimised as a result of acting as a Representative of the Employee before a Disciplinary Hearing.

GRIEVANCE POLICY

The aim of our Grievance Policy is to resolve any grievance as quickly and as fairly as possible.

The Proceedings:

- The grievance should be in writing to the Chairperson of the Council.
- The matter will be investigated fully by a non-involved person(s) to establish the facts of the matter in the hope that this can be resolved.
- Informal discussions between the parties' concerned and non-involved person(s) will be encouraged to resolve the matter.
- The time and place of the hearing will be accessible with adequate notification for time to prepare and attend.
- The Employee has a right to be accompanied by a Representative.
- The Employee and Representative will be given any materials, papers etc necessary for them to present their case.
- Reasonable provision will be made for any person with a disability or whose first language is not English.
- A written record of the proceedings will be kept and conducted in a language or process that will be simple to understand.
- The employee has the Right of Appeal against a decision to the Appeals Panel.