

WEST WRATTING PARISH COUNCIL

DISCIPLINARY AND GRIEVANCE POLICY

Approved at a meeting of the Parish Council held on

Purpose

This policy sets out the procedures for dealing with disciplinary and grievance matters for the Clerk/RFO, the sole employee of the Parish Council. It ensures that issues are handled fairly, consistently, and in accordance with the ACAS Code of Practice on Disciplinary and Grievance Procedures.

Part A: Disciplinary Procedure

Scope

This procedure applies to conduct or performance issues relating to the Clerk/RFO.

Informal Resolution

Minor issues will be dealt with informally through discussion with the Chair (or Vice-Chair if the matter involves the Chair). The aim is to agree on improvements and provide support.

Formal Procedure

If an issue cannot be resolved informally, the following formal process will apply:

Investigation

- The Council (usually via the Chair or an appointed councillor) will investigate the matter.
- The Clerk/RFO will be given a chance to respond during the investigation.

Disciplinary Hearing

- If the investigation finds grounds for disciplinary action, a hearing will be convened.
- The Clerk/RFO will receive written notice of the hearing, details of the allegation(s), and any evidence.
- The hearing will be conducted by at least two members of the Council (who were not involved in the investigation).
- The Clerk/RFO has the right to be accompanied by a companion (e.g. a trade union representative or colleague).

Disciplinary Outcomes

Possible outcomes include:

- No action
- Verbal or written warning
- Final written warning
- Dismissal (with or without notice depending on severity)

Appeals

- Appeals must be submitted in writing within 10 working days of the outcome.
- The appeal will be heard by councillors not involved in the original decision (if possible).
- The outcome of the appeal is final.

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Part B: Grievance Procedure

Scope

This procedure allows the Clerk/RFO to raise concerns, problems, or complaints about their employment.

Informal Stage

- The Clerk/RFO should raise the issue with the Chair (or Vice-Chair if appropriate) in the first instance.
- Every effort will be made to resolve the matter informally and promptly.

Formal Stage

If informal resolution is not possible:

Submitting a Grievance

- The Clerk/RFO should submit a written grievance to the Chair (or Vice-Chair if the grievance involves the Chair).

Grievance Meeting

- A meeting will be arranged to hear the grievance.
- The meeting will be held by councillors not subject to the grievance (where possible).
- The Clerk/RFO has the right to be accompanied.

Outcome

- The decision will be provided in writing, normally within 10 working days.
- If the Clerk/RFO is dissatisfied, they may appeal in writing within 10 working days.

Appeal

- The appeal will be considered by councillors not previously involved.
- The decision of the appeal panel is final.

9. General Provisions

- Records will be kept confidential and in accordance with data protection laws.
- Adjustments may be made to procedures if necessary due to the small size of the council and the single employee arrangement.