

GRIEVANCE & DISCIPLINARY PROCEDURE

Holcot Parish Council Disciplinary & Grievance Procedures are modified from the ACAS Code of Practice as set out in the various Employment Acts. This procedure applies to all employees of the Council.

This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance or disciplinary status.

Where appropriate, the opportunity for mediation will be put forward at any stage of a grievance or disciplinary procedure.

Informal Discussions

Employees should first raise grievances verbally or in writing with the Holcot Parish Council Staff Employee Working Party (HPC-SEWP) or another Councillor. Most issues are expected to be resolved informally at this stage.

1. Formal Grievance

If the grievance is not resolved informally, employees may raise it formally with HPC-SEWP.

- Employees will be invited to a meeting and provided a written outcome. Hearings are usually held within 35 days.
- Employees may be accompanied by a trade union representative, colleague, or friend (not a legal representative) at meetings.

Appeals

Appeals will be considered by HPC-SEWP members not involved in the original grievance, with written outcomes provided.

Confidentiality

Records are kept in accordance with GDPR.

Prohibition:

Audio/video recordings are prohibited unless agreed upon for reasonable adjustments.

2. Disciplinary Procedure

Purpose

The aim is to encourage improvement in conduct and performance, taking action where rules or standards are breached.

Principles

- Facts will be established promptly; no disciplinary action will occur before investigation.
- Employees will be informed of allegations and may be accompanied at all hearings.
- Dismissal for a first breach will only occur in cases of gross misconduct.
- Employees have the right to appeal any disciplinary action.
- Disciplinary action may be applied at any stage if warranted.

Informal Discussions

Efforts will be made to resolve issues informally before formal disciplinary action.

Written Warnings

- First Warning: Issued for unsatisfactory conduct or performance, recorded, and usually disregarded after six months of satisfactory service.
- Final Written Warning: Issued for serious offences or repeated misconduct. Employees will be informed that failure to improve within 12 months may result in dismissal.

Dismissal & Gross Misconduct

- Serious offences (e.g., theft, fraud, violence, gross insubordination) may lead to dismissal without notice.
- Alleged gross misconduct may result in suspension on full pay during investigation.
- Employees are entitled to written notice of allegations, meetings, and appeals.

Appeals

Written appeals must be submitted within five working days. Appeals will be heard by independent members of HPC-SEWP.

Suspension

In any potential case of Grievance, Disciplinary or Misconduct, both the Employee and Parish Council should consider whether suspension would be appropriate to help safe guard the health and wellbeing of the Employee involved, other individuals who may be involved in the matter, or in the interests of protecting the business of the Parish Council.

Suspension should be considered as a neutral act and not as an admission of guilt by either party. It would be intended as allowing a fair investigation of any matters to procedure while being supportive of the Employee and the HPC-SEWP as appropriate.

Approved by Holcot Parish Council: <i>Signed Copy Held By Clerk</i>		
Signature of Chair		Date: 16th February 2026
Signature of Clerk		Date: 16th February 2026

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