

Flagg Parish Council
Grievance and Disciplinary Policy
Adopted on 7th July 2025

1. Purpose

This policy sets out the procedures for dealing with grievances raised by employees and for managing disciplinary matters fairly and consistently within Flagg Parish Council. It complies with relevant UK employment law and follows the principles of the ACAS Code of Practice.

2. Scope

This policy applies to all employees of the Parish Council, including part-time, full-time, and fixed-term staff. It does not apply to councillors, who are subject to the Code of Conduct for Members.

Part A: Grievance Procedure

3. Definition of a Grievance

A grievance is a concern, problem, or complaint raised by an employee related to their work, working conditions, or relationships with colleagues.

4. Informal Resolution

Where appropriate, employees are encouraged to raise grievances informally with their line manager or the Clerk (or the Chair if the Clerk is involved). Many grievances can be resolved quickly and informally.

5. Formal Grievance Procedure

If the grievance cannot be resolved informally:

5.1 Submitting a Grievance

The employee must submit their grievance in writing to the Clerk. If the grievance is against the Clerk, it should be submitted to the Chair of the Council.

5.2 Grievance Hearing

A hearing will be arranged within 10 working days of receiving the grievance.

The employee has the right to be accompanied by a colleague or union representative.

5.3 Outcome

A written outcome will be provided within 5 working days after the hearing.

If the employee is not satisfied, they may appeal in writing within 5 working days.

5.4 Appeal

The appeal will be heard by a panel of councillors not previously involved.

The appeal decision is final.

Part B: Disciplinary Procedure

6. Purpose

To ensure fair treatment when dealing with allegations of misconduct or poor performance.

7. Examples of Misconduct

Misconduct may include (but is not limited to):

Persistent lateness or absenteeism

Failure to follow procedures

Inappropriate behaviour

Misuse of Council property

Gross misconduct includes:

- Theft or fraud
- Violence or threats
- Serious breaches of health and safety

- Discrimination or harassment

8. Informal Resolution

Minor issues may be addressed informally through discussion and support. Formal procedures will be used for more serious or repeated issues.

9. Formal Disciplinary Procedure

9.1 Investigation

An investigation will be carried out to determine the facts. The employee will be informed of the allegations and given the opportunity to respond.

9.2 Disciplinary Hearing

If disciplinary action is considered, a hearing will be arranged. The employee has the right to be accompanied. At least 5 working days' notice of the hearing will be given.

9.3 Possible Outcomes

No action

Verbal warning

Written warning

Final written warning

Dismissal (in cases of gross misconduct or repeated offences)

9.4 Appeals

Employees have the right to appeal disciplinary decisions. Appeals must be submitted within 5 working days.

A panel of councillors not previously involved will hear the appeal.

10. Record Keeping

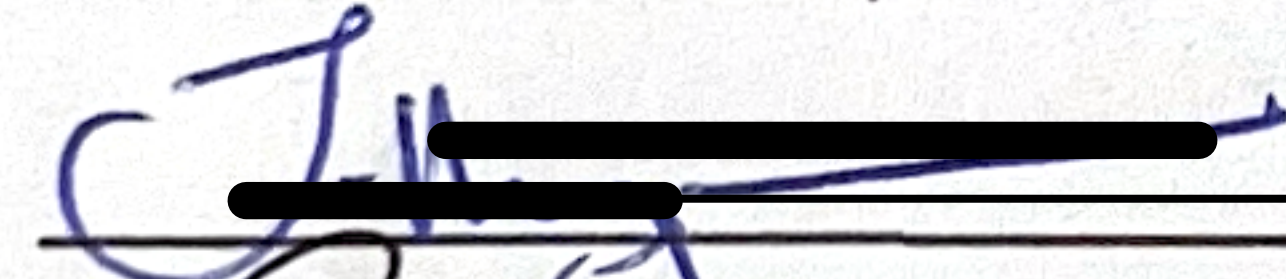
All records relating to grievance and disciplinary matters will be handled in accordance with data protection laws and kept confidential.

11. Review

This policy will be reviewed every 3 years or sooner if required by changes in legislation or Council structure.

Approved by Flagg Parish Council on 10th July 2025.

Signed: Chairperson



Signed: Clerk

