

Breage Parish Council



Disciplinary and Grievance Policy

Adopted 04 November 2025

Review Date: December 2026

Signed Chair Cllr A.E. Woodhams

1. Introduction

Breage Parish Council is committed to promoting a positive working environment and resolving employment issues fairly and consistently. This policy outlines procedures for handling disciplinary matters and grievances in accordance with UK employment law and ACAS guidance.

This policy applies to all employees of Breage Parish Council.

2. Disciplinary Procedure

2.1 Purpose

To ensure that any concerns about conduct or performance are addressed fairly, consistently, and promptly, with the aim of encouraging improvement.

2.2 Principles

- Informal resolution will be sought before formal action.
- Employees will be informed in writing of any allegations.
- Investigations will be conducted before any disciplinary action.
- Employees have the right to be accompanied by a colleague or trade union representative.
- No employee will be dismissed for a first offence unless it constitutes **gross misconduct**.
- Employees have the right to appeal any disciplinary decision.

2.3 Informal Stage

Minor issues may be resolved through informal discussion with the employee. A note may be kept but no formal record will be made.

2.4 Formal Procedure

Step 1: Investigation

An investigation will be conducted to establish the facts.

Step 2: Notification

The employee will receive written notice of the allegations and a date for a disciplinary hearing.

Step 3: Hearing

A panel of councillors (minimum of three, excluding any with conflicts of interest) will conduct the hearing. The employee may be accompanied.

Step 4: Outcome

Possible outcomes include:

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

Step 5: Appeal

Appeals must be submitted in writing within 5 working days. A separate panel will hear the appeal and issue a final decision.

3. Grievance Procedure

3.1 Purpose

To provide a fair process for employees to raise concerns about their work, conditions, or relationships.

3.2 Informal Stage

Employees should first raise concerns informally with the Clerk or Chair. Many issues can be resolved through discussion.

3.3 Formal Procedure

Step 1: Submission

The grievance must be submitted in writing to the Clerk or Chair.

Step 2: Hearing

A meeting will be arranged within 10 working days. The employee may be accompanied.

Step 3: Decision

A written decision will be provided within 5 working days.

Step 4: Appeal

Appeals must be submitted within 5 working days. A separate panel will hear the appeal and issue a final decision.

4. Confidentiality and Record Keeping

All proceedings will be handled confidentially. Records will be kept securely and only shared with those involved in the process.

5. Equality and Fairness

This policy will be applied fairly and consistently, in line with the **Equality Act 2010**. Reasonable adjustments will be made for employees with disabilities.

6. Review

This policy will be reviewed annually or in response to changes in legislation or council structure.
