



Castle Acre

Parish Council

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Grievance and Disciplinary policy

Grievance policy

If the employee has any grievance arising from or relating to his/her employment, s/he shall in the first instance give written details to the Chairman of Castle Acre Parish Council. If the grievance cannot be resolved by agreement between the employee and the Chairman, the Chairman shall report the matter to the Council.

The Parish Council shall give the employee the opportunity to address the Council, either personally or through a representative, before deciding what action to take. Meetings should be arranged as soon as possible but the employee should be given reasonable time to prepare. Proceedings should be minuted, if possible the Minute taker should be a Cllr. The employee and companion (if there is one) must make all reasonable efforts to attend. An employee has a statutory right to be accompanied by a friend or resident of Castle Acre. If the employee's companion is not available on the proposed date, the employee can request a postponement and can propose an alternative date within five working days of the original meeting. If the employee does not attend the grievance meeting, s/he should be given the opportunity to be represented and to make written submissions.

In dealing with a grievance matter, the Parish Council will have regard to the ACAS Code of Practice on Grievance Procedures.

The employee should be informed, promptly and in writing, of the Council's decision. If possible, the decision should be handed to the employee. Grievance decisions should notify the employee of their right to appeal.

Disciplinary policy

In cases of misconduct, an investigation of the facts should be carried out as soon as possible. Other than for allegations of minor misconduct, the Parish Council should appoint an Investigator. The Investigator's role is to submit a report with recommendations to the Parish Council which will decide whether further action should be taken. S/he will be independent, fair and objective, and should normally be a member of the Parish Council. If there are no representative Cllrs (for example,

because they all have direct involvement in the matter), the Parish Council should appoint an independent Investigator who, if possible, has had appropriate training.

Where the Parish Council proposes to take disciplinary action against the employee, s/he shall be given full details in writing of the alleged misconduct or other disciplinary matters. The employee shall be given the opportunity to respond to the allegations, either personally or through a representative, both in writing or orally before the Parish Council decides what action to take. Meetings should be arranged as soon as possible but the employee should be given reasonable time to prepare. Proceedings should be minuted, if possible the Minute taker should be a Cllr. The employee and companion (if there is one) must make all reasonable efforts to attend. An employee has a statutory right to be accompanied by a friend or resident of Castle Acre. If the employee's companion is not available on the proposed date, the employee can request a postponement and can propose an alternative date within five working days of the original meeting. If the employee does not attend the disciplinary meeting, s/he should be given the opportunity to be represented and to make written submissions.

In dealing with a disciplinary matter, the Council will have regard to the ACAS Code of Practice on Disciplinary Procedures.

Where the Council considers that the employee is guilty of gross misconduct, it may dismiss the employee without notice and without recourse to the foregoing procedures.

Gross misconduct includes the following:

- Theft, fraud, deliberate falsification of records.
- Assault on another person.
- Deliberate damage to Council property.
- Serious incapacity through alcohol or being under the influence of illegal drugs.
- Serious negligence which causes unacceptable loss, injury or damage to the Council's finances.

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