

Granborough Parish Council

Officer Disciplinary Policy May 2025

1. Purpose

The purpose of this disciplinary policy is to ensure that all employees of Granborough Parish Council (hereinafter “Employee”) are treated fairly and consistently in the event of any breaches of conduct or other disciplinary matters. The aim is to encourage improvement, provide guidance, and apply corrective actions where necessary.

2. Scope

This policy applies to all Employees of Granborough Parish Council, including part-time, full-time, temporary, or fixed-term contract staff. It does not apply to Councillors, who are bound by separate rules and procedures.

3. Disciplinary Matters

The following are examples of conduct that may result in disciplinary action (this list is not exhaustive):

- Unauthorised absences
- Poor performance or failure to meet expectations
- Insubordination or failure to follow reasonable instructions
- Misuse of council property or resources
- Breaches of confidentiality
- Inappropriate behaviour or conduct (e.g., harassment or discrimination)
- Complaints of a nature that warrant further investigation
- Dishonesty or fraudulent activities

4. Stages of Disciplinary Action

Where it is necessary to invoke these procedures, they will be conducted by the Chair and Vice Chair of the Committee, unless one or both are unavailable and it is appropriate to proceed in a timely manner. In such cases, the Chair will nominate one or two other councillors from the Parish Council.

a) Informal Stage (Verbal Warning):

For minor issues, the Employee will be given an informal verbal warning. This will involve a meeting to discuss the issue and agree on a course of action for improvement. No formal record will be kept at this stage.

b) Formal Stage (Written Warning):

For more serious matters or repeated issues, a formal written warning will be issued. This will state the nature of the issue, the required improvements, and the potential consequences if not resolved. A copy will be placed in the Employee’s personnel file.

c) Final Written Warning:

If the issue persists or if there is a serious breach of conduct, a final written warning may be issued. This will outline the gravity of the matter and warn that dismissal may follow if no improvement is made. A copy will be placed in the personnel file.

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d) Dismissal:

Where previous warnings have not been effective, or in cases of gross misconduct, dismissal may occur. Dismissal will only follow a full investigation, a disciplinary hearing, and consideration of any mitigating circumstances.

5. Right to Representation

The Employee has the right to be accompanied by a colleague or a trade union representative at any formal disciplinary meeting.

6. Suspension

In certain cases, the Employee may be suspended with pay during an investigation. This is a neutral measure to allow a fair investigation, not a disciplinary action itself.

7. Appeal Process

If the Employee disagrees with a disciplinary decision, they have the right to appeal in writing. The appeal will be heard by a different individual or panel (where possible, nominated by the Chair and Vice Chair) to ensure fairness. Appeals must be submitted within **30 working days** of receiving the written decision.

8. Record Keeping

All disciplinary actions, including warnings, will be documented and kept in the Employee's personnel file. These records will be handled confidentially and in line with data protection laws. Warnings may be removed from the file after **12 months**, provided there have been no further issues.

9. Review and Approval

This policy will be reviewed periodically and updated as necessary. It must be formally adopted by the Parish Council.

Date: May 2025