



Disciplinary and Grievance Policy

Adopted: 15th May 2025

1. Purpose and Scope

This policy sets out the procedures for handling disciplinary matters and grievances for employees of Borden Parish Council, ensuring compliance with:

- **Employment Rights Act 1996**
- **Employment Act 2008**
- **ACAS Code of Practice on Disciplinary and Grievance Procedures (2015)**
- **Local Government Act 1972** (in terms of council functions and responsibilities)

This policy applies to all employees of Borden Parish Council.

2. Principles

- The procedures are designed to ensure fairness, consistency, and transparency.
- All concerns will be addressed without unreasonable delay.
- Employees have the right to be accompanied at formal meetings.
- Confidentiality will be maintained throughout.

PART A: Disciplinary Procedure

3. Disciplinary Rules

Misconduct may include (but is not limited to):

- Poor timekeeping or attendance
- Failure to follow council policies
- Insubordination
- Misuse of council property or systems

Gross misconduct includes:

- Theft or fraud
- Physical violence or bullying
- Serious breaches of confidentiality
- Bringing the council into disrepute

4. Informal Resolution

Minor issues will normally be dealt with informally by the line manager. If this does not lead to improvement, formal action may be taken.

5. Formal Procedure

5.1 Investigation

An investigation will be conducted before any formal action is taken.

5.2 Disciplinary Hearing

The employee will be invited to a hearing with a written statement of the allegations and evidence.



5.3 Possible Outcomes

- No action
- Verbal warning
- First written warning
- Final written warning
- Dismissal (in cases of gross misconduct or repeated offences)

5.4 Appeals

The employee has the right to appeal against any formal disciplinary action.

PART B: Grievance Procedure

6. Raising a Grievance

An employee should raise concerns informally with their line manager first. If unresolved, they may submit a written grievance to the Chair of the Council or, if unavailable, the Vice Chair (if there is one)

If the grievance is against the Chair or Vice-Chair, the employee may raise the matter with another member of the council, who shall report the matter and ensure it is progressed by resolution of the full council, in accordance with Standing Order 19(e).

7. Formal Grievance Procedure

7.1 Investigation

An appropriate person will investigate the grievance.

7.2 Grievance Hearing

A hearing will be arranged, and the employee will be given the opportunity to explain the issue.

7.3 Decision

The outcome of the grievance shall be reported back to the full council and progressed by resolution, in accordance with Standing Order 19(d).

8. Right to be Accompanied

At any formal disciplinary or grievance meeting, employees have the right to be accompanied by a colleague or trade union representative.

9. Review and Adoption

This policy will be reviewed at least every three years or in line with legislative changes.

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