How Caple group Parish Council
Grievance and Disciplinary Procedure

1. General Principles

This framework outlines the statutory steps required to address internal workplace conflicts and performance challenges fairly and transparently. It adheres to the Acas Code of Practice and applies directly to all employees of Eardisland Parish Council.

2. Informal Resolution Track

Before initiating formal procedures, employees and the Council are strongly encouraged to resolve minor workplace concerns or friction points through informal dialogue, internal mediation, or structured discussions with the Clerk or the Chair.

3. Formal Grievance Procedure

- Submission: An employee facing a workplace issue, unfair treatment, or safety concern that cannot be resolved informally must submit their grievance in writing to the Chair of the Council.
- Investigation and Hearing: The Council will appoint an independent Grievance Panel (consisting of three objective Councillors) to investigate the matter thoroughly. The employee will be invited to a formal hearing and retains the right to be accompanied by a trade union representative or a work colleague.
- Outcome and Appeal: The panel's decision will be issued in writing within 7 working days. If the employee is dissatisfied with the outcome, they may submit an appeal to the full Council within 5 working days of receiving the decision. An independent Appeals Panel will then review the case.

4. Formal Disciplinary Procedure

- Investigation: If an employee's conduct or performance falls below expectations, an objective investigation will be launched. The employee will be notified in writing regarding the nature of the allegations.
- Disciplinary Hearing: The employee will attend a formal hearing to review the evidence. They maintain the right to present their case and be accompanied by a representative.
- Disciplinary Actions: Depending on the severity of the findings, the Council may issue a Formal Verbal Warning (6 months), a Written Warning (12 months), a Final Written Warning (18 months), or Dismissal/Summary Dismissal (reserved for proven Gross Misconduct).

- Appeals Track: Employees have the right to appeal any disciplinary sanction within 5 working days of the written notice. The appeal will be processed by a separate Appeals Panel whose decision is final.

5. Document Management and Review

Document Status:	Draft
Adopted Date:	September 15 2026
Scheduled Review Date:	September 2027