

ALBRIGHTON PARISH COUNCIL

DISCIPLINE PROCEDURE

General Principles

It is the Council's policy to act fairly and reasonably in all aspects of an employee's employment and to set standards for achieve this. Therefore the reason for this Council's Disciplinary Procedure is to enable employees to have a firm base to know where they stand with the Council in respect to discipline issues.

Procedure

Before any disciplinary action is taken by the Council a notice of writing giving details of the matter, either signed by the Chairman and authorised by the Council, or any line manager in accordance with their delegated responsibilities shall be given to an employee. In the event of such a complaint sufficiently serious enough to warrant a meeting of the Council's Disciplinary Panel, an employee will have a full opportunity to answer the complaint at a meeting of the of the Panel held in the absence of the public and press.

Discipline Rules

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| First problem and a minor one | - | Verbal Warning given by Chairman |
| Second time and minor | - | Further Verbal Warning from Chairman |
| More serious matter | - | First Written Warning from Council
(This will be kept on file for 6 months then destroyed and the employee advised of the fact) |
| Second time and serious | - | Final Written Warning from the Council
(This will be kept on file for 12 months then destroyed and the employee advised of the fact) |

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| Gross misconduct | - | Suspension on full pay and Hearing* |
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Gross misconduct is a substantial matter and is clearly recognised as such, i.e. theft, deliberate harm to or misuse of/to Council property, causing harm to a fellow employee etc

- In the case of misconduct an employee may be summarily dismissed or the Council may suspend immediately the employee on full pay while an investigation is carried out and disciplinary proceedings are instigated.

Employees may be accompanied by workplace colleague or representative of their choice.

The Council will undertake to keep all paperwork associated with the matter of a Disciplinary Hearing under the Confidential Information clauses of both the Data Protection Act 1998 and the Freedom of Information Act 2000.

Albrighton Parish Council adopted this Procedure on Thursday 20th September 2007

Signed: 
Chairman

Date: 20-9-2007