

Over Haddon Parish Council – Disciplinary Policy

1. Purpose

This policy sets out how the Parish Council will deal with concerns about an employee's conduct or behaviour in a fair, transparent and timely manner. It is designed to help and encourage employees to achieve and maintain acceptable standards, not simply to impose disciplinary action.

2. Scope

This policy applies to the Clerk, who is the Council's sole employee. It covers issues of misconduct and gross misconduct. It does not apply to issues of capability or sickness absence, which are dealt with under separate procedures.

3. Principles

- The Council will follow a fair and consistent procedure in line with the ACAS Code of Practice.
- Matters will be dealt with promptly, with clear communication at each stage.
- The Clerk will have the right to be informed of any concerns, to respond fully, and to be accompanied at any formal meeting.
- No disciplinary action will be taken without a full investigation.
- The Clerk will have the right of appeal against any formal disciplinary action.

4. Informal Procedure

Where concerns are minor, the Chair (or a nominated councillor) will raise the issue informally with the Clerk. The aim is to resolve matters quickly and constructively. The discussion will be documented but will not form part of the formal disciplinary record.

5. Formal Procedure

- a) Investigation – If the matter is serious or unresolved, the Chair (or a nominated councillor) will investigate. The Clerk will be informed of the allegations and given an opportunity to respond. If there is a case to answer, a disciplinary hearing will be arranged.
- b) Hearing – Conducted by the Chair and two councillors not involved in the investigation. Written notice and evidence will be provided in advance. The Clerk may respond, call witnesses and be accompanied.
- c) Outcomes – The panel may: take no action, issue a written warning, issue a final written warning, or dismiss the Clerk in cases of gross misconduct or repeated misconduct.

6. Gross Misconduct

Examples include theft, fraud, violence, serious negligence, breach of confidentiality, or bringing the Council into serious disrepute.

7. Right of Appeal

The Clerk may appeal in writing within 10 working days. The appeal will be heard by councillors not involved in the original decision. The decision is final.

8. Confidentiality

All disciplinary matters will be handled confidentially. Records will be kept securely and in line with data protection requirements.

Adoption and Review

This policy was adopted by Over Haddon Parish Council on 10 October 2025 and will be reviewed every two years.