



AUDLEM PARISH COUNCIL - DISCIPLINE & GRIEVANCE POLICY

1 ABOUT THIS POLICY

(1) This policy applies to all employees and tells you about our Disciplinary and Grievance policies. Clear and reasonable rules benefit the Council and all our workers because they set clear standards of what is expected and help to achieve fairness and consistency. Most of these standards are contained within the Council's Policies. Your Line Manager will make you aware of the rules which apply to you. If you have any queries about these Policies and rules, including this one, or wish to discuss them, please contact your Line Manager, or Chairman.

(2) The Council complies with all applicable legislation and our policies are based on relevant guidance and Codes of practice from the Advisory, Conciliation and Arbitration Service (ACAS) and the National Association of Local Councils (NALC). The Council applies its' policies fairly, consistently and in accordance with the Equality Act 2010. We regularly review this policy (usually every 12 months) and may alter it from time to time, particularly to make sure that it is up to date. We will advise you when changes are made.

(3) (a) Certain standards of behaviour must be adhered to so that we can maintain good employment relations and discipline and provide a safe and efficient working environment. This means that on some occasions the Council may need to follow our Disciplinary procedure and take action towards individuals whose level of behaviour is unacceptable.

(b) We also recognise the need for employees to voice their concerns and to have a resolution to problems within the working environment in our Grievance procedure and Code of Conduct Complaints – [see section 11 of this policy](#).

2 DISCIPLINARY AND GRIEVANCE MEETINGS

The following section applies to all meetings which are part of the discipline and grievance procedures.

(1) Any changes to specified time limits must be agreed by the employee and the Council.

(2) (a) Employees have the right to be accompanied or represented at any Disciplinary or Grievance procedure meeting (including investigatory, fact finding and appeal meetings) by a companion who can be a companion, workplace colleague, a trade union representative or a trade union official.

(b) A companion

- can address the meetings, to present the employee's case and to confer with the employee.
- cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.

(c) Any of our employees who is chosen to accompany another in a Disciplinary or Grievance procedure hearing is entitled to take paid time off for this purpose.

(3) (a) The Council gives employees reasonable notice of the date of the disciplinary, grievance or appeal meetings and employees and their companions must make all reasonable efforts to attend.

(b) Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions

(c) If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date, unless it is unreasonable not to propose a later date.

(4) Audio or video recordings of the proceedings at any stage of the disciplinary and/or grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.

3 WHAT KIND OF BEHAVIOUR DOES THE DISCIPLINARY POLICY RELATE TO?

This disciplinary procedure relates to all disciplinary situations, including misconduct and unsatisfactory work performance, to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards.

(1) What is misconduct?

NALC refers to misconduct as "employee behaviour that can lead to the employer taking disciplinary action" and have compiled a non-exhaustive list of some examples of misconduct:

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email, and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

(2) What is unsatisfactory work performance?

(a) Good performance management is essential for the Council to perform its duties. ACAS refer to performance management as "the arrangements that employers use to maintain and improve the performance of their workforce so that the organisation achieves its goals." The NALC have compiled a non-exhaustive list of some examples of unsatisfactory work performance which includes:

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

(b) However, the Council recognises that misconduct and unsatisfactory work performance are different issues and

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the disciplinary policy will only be used when performance management proves ineffective.

4 MEDIATION

Mediation is a dispute resolution process that requires the consent of affected parties. The Council may consider mediation at any stage of the disciplinary or grievance procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment).

5 DISCIPLINARY PROCEDURE - HOW IT WORKS

We will carry out a full investigation at every stage of the procedure and aim for them to be

- Fair and reasonable - the nature and extent of the investigations will depend on the severity of the problem (the more serious, the more thorough the investigation) and
- Conducted with an open mind – we aim to look for evidence which supports the employee's case as well as evidence against.

A INFORMAL

Where possible, your Line manager will deal with minor issues on an informal basis, through discussion and, where appropriate, will consider informal coaching, supervision, and/or training. These two-way discussions are held with the employee in private. Our aim is to deal with the issues to achieve a sustained improvement. Informally, we will determine

- how an employee needs to improve their conduct
- any particular help that may be given or is available
- timescales over which the improvement is to be achieved
- how the conduct will be reviewed.

We keep brief notes of what was discussed for reference purposes only.

B FORMAL

1 Formal Investigations

(1) We carry out formal investigations to:

- talk to others who may have witnessed misconduct and establish the facts and whether there is a disciplinary case to answer or
- where informal discussions do not lead to an improvement in conduct or if we consider the matter to be too serious to be classed as minor, (such as persistent poor timekeeping etc).

(2) If a formal disciplinary investigation is required, the Council's staffing committee will usually appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. However, in cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary, and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see

(3) Where an Investigator is appointed, they will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made.

(4) The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

(5) (a) The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.

(b) The Investigator will be asked to submit their findings within 20 working days of appointment where possible.

(6) (a) The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation.

(b) The employee will be given sufficient written notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The Council will provide sufficient information about the alleged misconduct and its' possible consequences. The notification letter will also explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

(7) If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

(8) The rules regarding Disciplinary and Grievance Meetings apply to these meetings – see [section 2 above](#).

(9) (a) Once the Investigator has completed their enquiries, they will produce a report which will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

(b) The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.

(c) If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

(d) Except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.

2 Formal Disciplinary Meeting

(1) (a) If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. Neither the Investigator nor any councillor with direct involvement in the matter can be appointed to the sub-committee.

(b) The staffing sub-committee will appoint a Chairman from one of its members.

(2) (a) We will notify the employee in writing of the allegations against him or her and will invite them to a disciplinary meeting to discuss the matter. The Council will provide sufficient information about the alleged misconduct and its possible consequences to enable the employee to answer the allegations. This will include providing copies of written evidence, including witness statements, where appropriate.

(b) The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

(3) (a) The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective.

(b) The rules regarding Disciplinary and Grievance Meetings apply – [see section 2 above](#).

(c) The meeting can be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

(4) The Disciplinary meeting will be held as privately as possible, taking into account whether any other facilities (such as an interpreter) are necessary. The employee will be encouraged to speak freely – the meeting is a two-way process. The meeting may take place over secure virtual means. The meeting will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing



- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account and state their case
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements) and any special circumstances affecting their conduct
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

(5) After the meeting

- the Council will decide whether disciplinary action is justified
- Chairman will write to the employee within five working days of the meeting informing them of the sub-committee's decision with reasons and the employee's right of Appeal.

(6) If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal. For Appeals, [see section 8 following](#).

6 DISCIPLINE STAGES

The sub-committee may decide on any of the following disciplinary action:

STAGE 1 – FIRST WRITTEN WARNING

If the employee's conduct has fallen beneath acceptable standards, a FIRST WRITTEN WARNING will be issued. In the First Written Warning the employee will be advised

- of the reason for the warning
- how he or she needs to improve their conduct
- of timescales over which the improvement is to be achieved
- of any particular help that may be given or that is available
- how the conduct will be reviewed
- that the warning is the first stage of the formal disciplinary procedure and of the likely consequences of further misconduct/failure to improve
- of the employee's right of appeal
- that the written warning will be recorded on their personnel file but be disregarded after a specified period (warnings usually remain in force for 12 months), subject to satisfactory conduct and performance.

STAGE 2 - FINAL WRITTEN WARNING

A FINAL WRITTEN WARNING will be issued for the following

- failure to improve performance in response to the procedure so far OR
- a repeat of misconduct for which a warning remains in force OR
- a first instance of serious misconduct or serious poor performance.

In the Final Written Warning the employee will be advised:

- of the reason for the warning
- how he or she needs to improve their conduct
- of the timescale over which the improvement is to be achieved
- how the conduct or performance will be reviewed
- the likely consequences of further misconduct/failure to improve which could include dismissal
- that if the terms of the warning are not complied with then it is likely that the employee
- of the employee's right of appeal

- that the written warning will be recorded on their personnel file but be disregarded after a specified period (warnings usually remain in force for 12 months), subject to satisfactory conduct and performance. However, the council may extend the validity of the final written warning to a maximum of three years in cases of very serious misconduct or where the employee has a history of misconduct issues.

STAGE 3 - DISMISSAL

The Council may DISMISS an employee

- for gross misconduct or
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning or
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

However, this decision:

- will only be made after the fullest possible investigation and consideration
- can only be authorised only by a properly appointed staffing sub-committee

If dismissed, the employee will receive a written statement of:

- the reasons for dismissal
- the appropriate period of notice
- the date on which his or her employment will terminate and
- how the employee can appeal against the dismissal decision

7 SUSPENSION

In the event of serious or gross misconduct, after careful consideration, an employee may be suspended on full basic pay while a full investigation is carried out. The Council will write to the employee to confirm any period of suspension and the reasons for it. This suspension:

- does not imply guilt or blame
- will be for as short a period as possible
- is not considered a disciplinary action
- will not stop the employee having access any information or documents required to respond to any allegations – the Council will see that this happens.

While on suspension, employees

- must not attend work
- must be available during normal hours of work so that the Council can contact them
- must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

8 APPEALS

(1) An employee may appeal against any disciplinary decision, including dismissal, to the Council within 5 working days of the decision. Appeals should:

- be made in writing and
- state the grounds for appeal

(2) Grounds for appeal include:

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

(3) Once the employee has made an Appeal then an appeal hearing will take place. Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

(d) The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

(4) At the appeal meeting:

(a) The Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

(b) The rules regarding Disciplinary and Grievance Meetings apply to these meetings – see [section 2 above](#). The employee

- can be accompanied by workplace colleague, a trade union representative or a trade union official of their choice
- will be asked to explain the grounds for appeal
- will be given the chance to state his or her case.

(5) The appeal panel may decide to

- uphold the disciplinary decision of the staffing committee or
- substitute a less serious sanction or
- decide that no disciplinary action is necessary, and no disciplinary action and no record of the matter will be retained on the employee's personnel file.

(6) After the Appeal hearing

- ✓ Chairman will write to the employee informing them of the panel's decision and reasons, usually within five working days of the appeal hearing
- ✓ The Council's decision on an appeal will be final
- ✓ If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

9 RECORDS

(a) Information about any employee's disciplinary and/or grievance matter will be restricted to those involved in the relevant disciplinary and/or grievance process. Records will be confidential and will be kept in accordance with current Data Protection legislation.

(b) As an employee you have the right to see your records and should, in the first instance, contact your Line Manager if you wish to do so.

10 GROSS MISCONDUCT

Gross Misconduct refers to conduct, behaviour, action and "offences" which are so serious, that an employee who commits them will normally be dismissed without notice or payment in lieu of notice. The NALC have compiled a non-exhaustive list of some examples of gross misconduct to include:

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour



- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.”

11 GRIEVANCE PROCEDURE

(1) ABOUT THE PROCEDURE AND HOW IT WORKS

Our Grievance Procedure-aims to enable all workers to voice and deal with any concerns that they may have about the workplace, including any practices, policies or treatment from other individuals at work or from the Council to produce a quick resolution where genuine problems exist. It is designed to help all workers to take the appropriate action, when they are experiencing difficulties, in an atmosphere of trust and collaboration. All grievances are dealt with objectively, constructively, fairly, consistently and confidentially.

(2) INFORMAL GRIEVANCE PROCEDURE

Many problems can be dealt with and resolved informally during the course of everyday working relationships, particularly if employees are prepared to keep open the channels of communication between themselves and keep them working well. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee’s complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee’s and the councillor’s consent.

(3) COMPLAINTS ABOUT COUNCILLORS – CODE OF CONDUCT COMPLAINT

(a) Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor.

(b) If you are an employee who has a code of conduct complaint about a councillor, you can use the informal stage of the council’s grievance procedure ([see section 11\(2\) above](#)). However, if the complaint cannot be dealt with using that informal stage, then you cannot use the formal stage and instead, you must submit your complaint to the principal authority’s monitoring officer so that it can be dealt with under the council’s code of conduct complaints procedure.

(c) Whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination. Therefore, if you consider that the grievance concerns your safety within the working environment, whether or not it also concerns a complaint against a councillor, you should raise these safety concerns with your line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

(4) Formal Grievance – Raising a formal grievance

(a) If you cannot settle your grievance informally, you should raise it formally. This procedure establishes the appropriate steps to be followed when pursuing and dealing with a formal grievance.

(b) If you have a formal grievance relating to your employment, you should firstly, write down to Chairman of the staffing committee giving details about the grievance. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

(c) If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

(5) Formal Grievance - Investigation

If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public). The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

(6) Formal Grievance – Preparing for a grievance meeting

Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

- the names of its Chairman and other members
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

(7) Formal Grievance - The grievance meeting

(a) At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case and suggest how they think it should be resolved
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

(b) The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

(8) Formal Grievance - Appeal against a decision

(a) If you feel your grievance has not been satisfactorily resolved, you may then

- appeal in writing
- providing the grounds of appeal

to the Council Staffing Committee within five working days of the grievance decision. Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

(b) We will then make arrangements to deal with your grievance an appeal meeting by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.

(c) You will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The rules regarding Disciplinary and Grievance Meetings apply to these meetings – see [section 2 above](#) so you can, for example, be accompanied.

(d) At the appeal meeting,

(i) The Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
- explain the action that the appeal panel may take.

(ii) You, the employee, (or companion) will be asked to explain the grounds of appeal.

(iii) The Chairman will inform you that you will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

(d) The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.

(e) The decision of the appeal panel is final.

12 COUNCIL COMPLAINT HANDLING - COMPLAINTS AGAINST THE COUNCIL

(1) TYPES OF COMPLAINT

Any individual has the right to make a formal complaint about the Council's operation and services, and so the Council has a formal Complaints Handling Policy. A copy of this will be provided to you by your Line Manager. The National Association of Local Councils (NALC) give the following examples of complaints which are likely to be dealt with under this process:

- "an allegation of administrative fault such as not following procedures or standing orders
- inadequate service
- no service
- delay
- making a mistake."

(2) EMPLOYEE COMPLAINTS

(a) The Council Complaints Handling process is not normally used by employees. In fact, NALC make it



quite clear that a “council’s complaints procedure is not a means of redress for its members or staff.” Therefore, if you are an employee with a grievance about your workplace, you should follow the [Grievance Procedure at Section 11 of this Policy](#).

(b) This is not intended to make it difficult or stop any employee from making a complaint against the Council which should be dealt with under the Complaints Handling Policy. So, for example, an employee who is part of a residents’ association wishing to make a complaint about inadequate service should use the Council’s Complaints Handling Policy.

(c) We appreciate that having two complaints system can be confusing. If you have a complaint and are unsure whether this should be dealt with as a complaint against the Council or as an employment grievance, then you should contact your Line manager who will assist you. Alternatively, if, for example, your complaint involves your Line Manager or you would prefer to have initial discussions with someone else, then please contact the Chair.

13 ACAS EARLY CONCILIATION PROCESS

(1) The Council understands that workplace disputes may not always be easy to resolve. ACAS now offers an Early Conciliation which deals with certain claims. The process is intended to reduce the number of cases brought before employment tribunals and unless the matter falls within the list of exemptions, Early Conciliation is mandatory for employees who wish to lodge most tribunal claims (there are some exemptions).

(2) This process can be also be used by employers. In situations where we feel that there is a workplace dispute which is likely to lead to tribunal proceedings, we will consider taking advantage of the ACAS Early Conciliation process.

This discipline & grievance policy was reviewed and adopted at the Audlem Parish Council Meeting held on:

Date: 13th July 2020

Signed: Steve Boyes (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Original signed copy held on file by the Parish Clerk.