

# **HILL & MOOR PARISH COUNCIL**

## **Reviewed May 22nd 2025**

### **Disciplinary Procedure**

**Version: 1**

**Approved By:**

**Effective From: May 11<sup>th</sup> 2023**

**1.0 Introduction**

This procedure details a framework for resolving issues relating to misconduct and unsatisfactory performance. It has been documented to assist and encourage all Parish Council members to achieve and maintain acceptable standards of conduct while ensuring consistent and fair treatment for the individual.

The disciplinary procedure has five stages which include, counselling, verbal warning, first written, final written and dismissal. Where an allegation of misconduct is deemed sufficiently serious enough, then the Parish Council member may be suspended from duty pending investigation.

If you are subject to disciplinary action, then you will be advised of the nature of the complaint and given the opportunity to reply. All disciplinary meetings will be held in private and remain confidential and at any stage of the formal disciplinary procedure you will have the right to be accompanied.

You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, where under normal circumstances you will be dismissed without notice and where applicable, without pay in lieu of notice. You will have the right to appeal against any disciplinary action taken against you.

This procedure applies to all Parish Council members with no exceptions.

The Chair of the Parish Council will have full responsibility for deploying this procedure.

## **2.0 Disciplinary Procedure**

### **2.1 Counselling**

Minor disciplinary matters will be dealt with through counselling. You will be clearly advised that the discussion is a counselling session and will be given clear objectives to resolve the issue. There may be more than one counselling session before commencing the formal disciplinary process. This will stay on record for six months.

### **2.2 Formal Verbal Warning**

In the event of counselling proving unsuccessful, or conduct does not meet acceptable standards, Parish Council members will be subject to the formal disciplinary system. You will receive a Formal Verbal Warning which will be issued in writing setting out the reasons for the warning and specific requirements for improvement. This will stay on record for six months.

Where the required improvement is not demonstrated or where the disciplinary matter is more serious, the process will progress to the next stage.

### **2.3 First Formal Written Warning**

In the event of a Verbal Warning proving unsuccessful, or conduct does not meet acceptable standards, Parish Council members will be given a First Formal Written Warning which will be issued in writing setting out the reasons for the warning and the requirements for improvement. This will stay on record for twelve months.

Where the required improvement is not demonstrated or where the disciplinary matter is more serious, the following stage of the process will be implemented.

#### 2.4 Final Formal Written Warning

In the event of the First Formal Written Warning proving unsuccessful, or if the misconduct is sufficiently serious to warrant only one written warning, but insufficiently serious to justify dismissal, Parish Council members will be given a Final Written Warning, which will be issued in writing setting out the reasons for the warning and the improvements required. This will stay on record for twelve months.

Where the required improvement is not demonstrated or where the disciplinary matter is more serious, the following stage of the process will be implemented.

#### 2.5 Dismissal

If conduct or performance is still unsatisfactory and the employee still fails to reach the prescribed standards, or the offence is regarded as gross misconduct the employee will be dismissed. The employee will be provided with a written statement, setting out the reasons for dismissal.

#### 2.6 Appeal

Parish Council members have the right of appeal against formal verbal, first written, final written warnings and dismissal. Appeals must be submitted in writing to the Parish Council Chair within seven days of disciplinary action being issued.

#### 2.7 Suspension

Where an allegation of a serious offence which could be regarded as gross misconduct has been made against a Parish Council member, it may be appropriate to suspend the Councillor from duty until further investigation has taken place.

It should be emphasised that suspension is not intended as disciplinary action and is without prejudice.

The period of suspension will be kept to a minimum.

End.