

SWAFFHAM BULBECK PARISH COUNCIL

GRIEVANCE AND DISCIPLINARY PROCEDURE

Grievance Procedure

If the Clerk has any grievance arising from or relating to (his) (her) employment (he) (she) shall in the first instance give written details to the Chairman of the Council. If the grievance cannot be resolved by agreement between the Clerk and the Chairman, the Chairman shall report the matter to the Council. The Council shall give the Clerk the opportunity to address the Council, either personally or through a representative, before deciding what action to take.

In dealing with a grievance matter, the Council will have regard to the Advisory, Conciliation and Arbitration Service (ACAS) Code of Practice on Grievance and Disciplinary Procedures.

Disciplinary Procedure

Where the Council proposes to take disciplinary action against the Clerk, (he) (she) shall be given full details in writing of the misconduct or other disciplinary matter alleged against (him) (her). The Clerk shall be given an opportunity to respond to the allegations, either in person or through a representative, both in writing and orally before the Council decides what action to take.

In dealing with a disciplinary matter, the Council will have regard to the ACAS Code of Practice on Grievance and Disciplinary Procedures.

Where the Council considers that the Clerk is guilty of gross misconduct, it may dismiss the Clerk without notice and without recourse to the foregoing procedures.

Gross misconduct includes the following:

- Theft, fraud, deliberate falsification of records
- Assault on another person
- Deliberate damage to Council property
- Serious incapacity through alcohol or being under the influence of illegal drugs
- Serious negligence which causes unacceptable loss, injury or damage to Council property.