

# **Upper Heyford Parish Council Disciplinary Policy**

Reviewed & Approved at the Parish Council Meeting on the 17<sup>th</sup> July 2025

Minute Reference 19. a)

Next review July 2027

## 1. Purpose

This policy aims to provide a clear and fair framework for managing disciplinary matters relating to employees of Upper Heyford Parish Council. It ensures that any issues of misconduct or poor performance are dealt with promptly, consistently, and fairly, in line with employment law and best practice.

## 2. Scope

This policy applies to all employees of Upper Heyford Parish Council. It does not form part of the contract of employment but sets out the procedures the Council will follow when addressing disciplinary matters.

## 3. Principles

- The Council is committed to treating all employees fairly and consistently.
- Employees will be informed of the nature of the complaint against them and given an opportunity to respond.
- Disciplinary action will be proportionate to the seriousness of the misconduct.
- Employees have the right to be accompanied by a trade union representative or work colleague at disciplinary hearings.
- Confidentiality will be maintained throughout the process as far as possible.

## 4. Types of Misconduct

### Minor Misconduct Examples:

- Poor timekeeping
- Unacceptable behaviour that is not serious
- Minor breaches of Council policies

### Gross Misconduct Examples (may lead to summary dismissal):

- Theft, fraud, or dishonesty
- Violent or abusive behaviour
- Serious breaches of health and safety
- Harassment or discrimination
- Deliberate damage to Council property

## 5. Informal Procedure

For minor issues, the Council may use informal discussions or coaching to resolve concerns without invoking the formal disciplinary procedure.

## 6. Formal Disciplinary Procedure

### Step 1: Investigation

- The Council will carry out a fair investigation into the allegations, gathering relevant evidence and interviewing witnesses if necessary.
- The employee may be asked to attend an investigatory meeting.

## **Step 2: Disciplinary Hearing**

- If the investigation suggests disciplinary action may be necessary, the employee will be invited in writing to a disciplinary hearing.
- The invitation will include details of the allegations, evidence, date, time, and location of the hearing.
- The employee has the right to be accompanied by a trade union representative or work colleague.

## **Step 3: Decision**

- After the hearing, the Council will decide whether disciplinary action is justified.
- The employee will be informed of the decision in writing, including details of any sanction and the right to appeal.

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## **7. Disciplinary Sanctions**

Possible outcomes include:

- **Verbal Warning:** Recorded but temporary (e.g., 6 months)
- **Written Warning:** Recorded on file, with clear expectations and timescales for improvement
- **Final Written Warning:** For serious or repeated issues
- **Dismissal:** For gross misconduct or persistent failure to improve

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## **8. Appeals**

- Employees have the right to appeal any disciplinary decision within 7 working days.
- Appeals must be made in writing, stating the grounds for appeal.
- An appeal hearing will be arranged with different councillors or an independent panel.
- The decision of the appeal is final.

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## **9. Suspension**

- In cases of serious misconduct, the Council may suspend an employee on full pay while investigations take place.
- Suspension is not a disciplinary sanction but a neutral act to allow investigation.

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## **10. Confidentiality**

All disciplinary matters will be treated confidentially. Information will only be shared on a need-to-know basis.