

## WINSTON PARISH COUNCIL DISCIPLINARY POLICY

### DISCIPLINARY POLICY

#### 1.0 Introduction:

1.1. This Disciplinary Policy is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to:

- Fulfil the duties specified in their contract of employment;
- Be honest and act beyond suspicion of dishonesty;
- Maintain high standards of integrity and conduct to protect the Council's image and reputation with the public.

1.2. This Policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. The list is not exhaustive. These are examples only:

- Unsatisfactory time keeping;
- Absenteeism, including any absence from work during a working day without prior authorisation or instruction;
- Failure to comply with rules and regulations applicable to job requirements;
- Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the Council;
- Insubordination;

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- Any other conduct that from time to time is defined by the Council as amounting to misconduct.

1.3. For first instances of minor misconduct the Chair of the Council may speak to the employee informally before implementing a formal disciplinary procedure. However, there is no obligation for the Chair of the Council to do this.

2.0. Scope:

2.1. This policy applies to all employees of Winston Parish Council.

3.0. Verbal Warnings:

3.1. Verbal Warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning he or she will be warned of the likely consequence of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the Council. A note confirming the Verbal Warning will be placed on the employee's personnel file and a copy will be provided to the employee. A Verbal Warning will normally remain in force for 6 months.

3.2. The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

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4.0. First Written Warning:

4.1. In the case of a serious offence or repetition of an earlier minor offence the employee will normally be given a First Written Warning. A First Written Warning will be issued by the Chair of the Council and will set out:

- The nature of the offence and the improvement required (if appropriate) and over what period;
- The likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard;
- That further offences will result in more serious disciplinary action; and
- The employee's right of appeal.

4.2. A first Written Warning will normally remain in force for 6 months.

4.3. The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

5.0. Final Written Warning:

If further misconduct occurs within the time period specified in a First Written Warning, or if the misconduct is sufficiently serious the employee will be given a Final Written Warning. A Final Written Warning will be issued by the Chair of the Council and will set out:

- The nature of the offence and the improvement required (if appropriate) and over what period;
- The likely consequences of any further offence or a failure by the employee to improve his/her conduct to an acceptable standard;

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- That further offences will result in more serious disciplinary action up to and including dismissal; and
- The employees right of appeal.

5.1. Final Written Warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct, but is sufficiently serious enough to warrant only one written warning.

5.2. A Final Written Warning will normally remain in force for 12 months.

6.0. Standard Council Disciplinary Procedure:

6.1. In the case of further misconduct within the time period specified in any Final Written Warning or if the misconduct is sufficiently serious and the Council deems it to be appropriate to contemplate the dismissal, demotion or suspension (without pay) of the employee the following formal disciplinary procedure will be followed.

6.2. The Council will investigate the alleged misconduct and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses.

6.3. The Council will set out in writing the alleged conduct or other circumstances which lead the Council to contemplate dismissing the employee or taking disciplinary action against the employee and the basis for the allegation and will send the employee a copy of the statement inviting the employee to attend a disciplinary meeting to discuss the matter. The employee will be provided with a reasonable opportunity to

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consider his or her response to the information provided in the statement before attending the meeting. The employee must take all reasonable steps to attend the meeting.

- 6.4. Disciplinary meetings will normally be convened within 5 working days of the Council sending the employee the written statement referred to in 6.3 above. The employee may be accompanied to any disciplinary meeting by a fellow employee or by a representative of a trade union. The Council will be represented by the Chair of the Council.
- 6.5. If the time or date proposed for the meeting is inconvenient (either for the employee or for the employees companion should he or she wish to be accompanied to the meeting pursuant with 6.4 above) the employee may ask to postpone the meeting by up to 5 working days.
- 6.6. The meeting may be adjourned to allow matter raised during the course of the meeting to be investigated, or to afford the Chair of the Council time to consider their decision.

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