



Penhow Community Council

Disciplinary & Grievance Policy

Penhow Community Council [The Council] aims to help and encourage all employees to achieve and maintain high standards of performance and attendance by actively managing staff through clear processes and procedures. The Policy aims to ensure fair, equitable and consistent treatment of staff whose performance is below the required standard because of misconduct.

Where this is not possible, The Council has adopted the Code of Practice on Disciplinary and Grievance Procedures as set out by ACAS on their website (and below): www.acas.org.uk
Helpline 0300 123 1100

DISCIPLINARY PROCEDURES

All matters relating to Disciplinary procedures will initially be dealt with by a panel of three Councillors. Any appeal to the decision of the panel will be heard by another two members and one other Councillor from a neighbouring Council.

GRIEVANCE PROCEDURES

An employee who has a grievance should raise the matter with his line manager. If the matter itself concerns the employee's immediate manager, then the grievance should be taken to the Chair or Vice-Chair of Council.