



Disciplinary & Grievance arrangements

Version number:	1	Author:	Margaret Gould, Clerk
Date first adopted:	13/03/2017	Signatory:	Sandra Larkins, Chair
Date this version approved by Council:	13/03/2017	Review due:	Annually from date version approved by SPC – to left

1. Purpose

Speen Parish Council (SPC) is committed to good employment practice.

The purpose of this policy is threefold:

- Specifically to formalise the position of the Council and state its commitment to following the detail of Legal Note 22 (England) as defined by the National Association of Local Councils (NALC) February 2016
- To reduce the risk to the council of incorrect process leading to employment tribunals
- Generally to ensure correct, robust, secure and open management of SPC procedures for handling staff disciplinary & grievance issues

2. Scope

The scope of this policy is the disciplinary and grievance arrangements of SPC. The obligations contained in this Policy and the NALC Legal Note 22 appended apply to employees only. Members are covered by the Councillor Code of Conduct.

3. Procedure:

- 3.1 This policy is fully supported by the council. It confirms that the Council has formally adopted the NALC Legal Note 22 (England) February 2016
- 3.2 The NALC Legal Note 22 (England) February 2016 is a formal document and as such stand apart from this in-house formatted document. The detailed NALC Legal Note 22 (England) is appended to this policy in entirety.
- 3.3 This policy and associated documentation will be reviewed at least annually. Any interim amendments required will be brought to the attention of the Council via the Finances and General Purposes Committee and Human Resources sub-committee.
- 3.4 This policy confirms that SPC will continue to work to these regulations in their current format (appended) for the forthcoming year until the next review date, unless amendment to these regulations should be required in the meantime.
- 3.5 Council representative activities which breach the NALC Legal Note 22 (England) February 2016 herein adopted by SPC will not be tolerated. Once proven, such breaches will be regarded as serious misconduct and could lead to disciplinary proceedings.



4. Useful contacts

- National Association of Local Councils (NALC)
- Berkshire Association of Local Councils (BALC)
- UK Government website
- Local Government Ombudsman for England www.lgo.org.uk 0300 061 0614
- SLCC www.slcc.co.uk

5: Authorisation of Policy on behalf of Full Council:

The undersigned approves this policy on behalf of Speen Parish Council.

Signature:

Name (print):

Position:

Date: ____/____/____