

LYONSHALL PARISH COUNCIL

GRIEVANCE AND DISCIPLINARY PROCEDURE – EMPLOYEES

Approved by Council 18 th May 2017	Minute No	Signed Chair
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1. REDRESS OF GRIEVANCE

You may write to the Chairman of the Council for redress of any grievance relating to your employment, or if you are dissatisfied with any disciplinary decision relating to yourself. The Chairman shall report any such application to a duly convened meeting of the Council. The matter shall then be discussed and resolved by a specially appointed Grievance Panel of the Council. You will have an opportunity to address the Grievance Panel, either personally or by a representative present with you. The Grievance Panel shall consider any such application in the absence of the public and press. If you are dissatisfied with the Grievance Panel's decision you have the right to appeal to the whole Parish Council under the same conditions.

2. DISCIPLINARY RULES

Before any disciplinary action of any kind is taken by the Council a notice in writing giving details of the matter signed by the Chairman and authorised by the Council shall be given to you. You will be given a full opportunity to answer the complaint together with an adviser if you so wish at a meeting of a specially appointed Disciplinary Panel of the Council. Such meeting shall be held in the absence of the public and press. Should you be dissatisfied with the decision of the Disciplinary Panel you have the right to make an appeal to the full Parish council under the same conditions.