

MUCH HADHAM PARISH COUNCIL CLERK DISCIPLINARY PROCEDURE

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Next review **April 2020**

1 Introduction

- a) This disciplinary procedure is designed to help and encourage the clerk to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to:
 - i. Fulfil the duties specified in their contract of employment;
 - ii. Be honest and act beyond suspicion of dishonesty; and
 - iii. Maintain high standards of integrity and conduct to protect the council's image and reputation with the public.
- b) 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:
 - i. Unsatisfactory time keeping;
 - ii. Absenteeism, including any absence from work during a working day without prior authorisation or instruction;
 - iii. Failure to comply with rules and regulations applicable to job requirements;
 - iv. Failure by the clerk to perform the duties and responsibilities of his or her post to the standard expected by the council;
 - v. Insubordination; or
 - vi. Any other conduct that from time to time is defined by the council as amounting to misconduct.
- c) For first instances of minor misconduct the Chairman may speak to the clerk informally before implementing a formal disciplinary procedure. However there is no obligation to do this.

2 Scope

- a) The procedure applies to the clerk of Much Hadham Parish Council.

3 Verbal Warnings

- a) Verbal Warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the clerk is given a Verbal Warning he or she will be warned of the likely consequences 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 clerk's personnel file and a copy will be provided to the clerk. A Verbal Warning will normally remain in force for 6 months.
- b) The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

4 First Written Warning

- a) In the case of a serious offence or repetition of an earlier minor offence the clerk will normally be given a First Written Warning. A First Written Warning will be issued by the chairman and will set out:
 - i. the nature of the offence and the improvement required (if appropriate) and over what period;
 - ii. the likely consequences of any further offence or failure by the clerk to improve his/her conduct to an acceptable standard;
 - iii. that further offences will result in more serious disciplinary action; and
 - iv. the clerk's right of appeal.
- b) A first Written Warning will normally remain in force for 6 months.
- c) The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

5 Final Written Warning

- a) If further misconduct occurs within the time period specified in a First Written Warning, or if the misconduct is sufficiently serious the clerk will be given a Final Written Warning. A Final Written Warning will be issued by the chairman and will set out:
 - i. the nature of the offence and the improvement required (if appropriate) and over what period;
 - ii. the likely consequences of any further offence or a failure by the clerk to improve his/her conduct to an acceptable standard;
 - iii. that further offences will result in more serious disciplinary action up to and including dismissal; and
 - iv. the clerk's right of appeal.
- b) 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.
- c) A Final Written Warning will normally remain in force for 12 months.

6 Standard Council Disciplinary Procedure

- a) 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 clerk the following formal disciplinary procedure will be followed.
- b) 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.

- c) The council will set out in writing the alleged conduct or other circumstances which lead the council to contemplate dismissing the clerk or taking disciplinary action against the clerk and the basis for the allegation and will send the clerk a copy of the statement inviting the clerk to attend a disciplinary meeting to discuss the matter. The clerk will be provided with a reasonable opportunity to consider his or her response to the information provided in the statement before attending the meeting. The clerk must take all reasonable steps to attend the meeting.
- d) Disciplinary meetings will normally be convened within 10 working days of the council sending the clerk the written statement referred to in 6c above. The clerk may be accompanied to any disciplinary meeting by a representative of a trade union. The council will be represented by the chairman.
- e) If the time or date proposed for the meeting is inconvenient (either for the clerk or for the clerk's companion should he or she wish to be accompanied to the meeting pursuant to 6d above) the clerk may ask to postpone the meeting by up to 10 working days.
- f) The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the chairman time to consider their decision.
- g) After the meeting the council will inform the clerk of their decision and any applicable sanction within 10 working days. [The meeting may be reconvened for this purpose]. The decision will be confirmed to the clerk in writing.
- h) If the clerk wishes to appeal against the decision, he or she must notify the council in writing within 10 working days of receiving written notice of the decision.
- i) If the clerk notifies the council that he or she wishes to appeal, the clerk will be invited to attend a disciplinary appeal meeting before three councillors. The clerk must take all reasonable steps to attend that disciplinary appeal meeting. The clerk has the right to be accompanied to a disciplinary appeal meeting by a representative of a trade union.
- j) A disciplinary appeal meeting will normally be convened within 10 working days of the council receiving notification that the clerk wishes to appeal pursuant to 6h above. If the meeting date is inconvenient for the clerk or the clerk's companion, he or she may ask to postpone the meeting by up to 10 working days.
 - i. Any new evidence that the clerk wishes to put forward will be considered, as will any new evidence from the council. The original disciplinary penalty will be reviewed.
 - ii. The disciplinary appeal sanction originally imposed cannot be increased upon appeal.
 - iii. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the council takes effect. If the clerk's appeal is against dismissal and the appeal is successful the clerk will be reinstated and continuity of employment will be preserved.
 - iv. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the councillors time to consider their decision.
- k) After the disciplinary appeal meeting the council will inform the clerk of its final decision within 10 working days. [The meeting may be reconvened for this purpose]. The decision will be confirmed to the clerk in writing.

7 Council Dismissal Procedure for Use in Gross Misconduct

- a) The following list provides examples of conduct that will normally be regarded by the council as Gross Misconduct. This list is not exhaustive. These are examples only:
- i. Refusal or repeated failure by the clerk to carry out his or her duties;
 - ii. Falsification of documents or information (including expense claims);
 - iii. Unauthorised disclosure of confidential information;
 - iv. Assaulting any other person whilst acting or purporting to act on behalf of the council;
 - v. Insulting, indecent or offensive behaviour towards a fellow clerk or any other person whilst acting or purporting to act on behalf of the council;
 - vi. Serious or repeated harassment (including sexual and racial harassment);
 - vii. Incapacity at work due to the influence of alcohol, unprescribed drugs or any other substance;
 - viii. Wilful damage to council property;
 - ix. Theft, unauthorised use or possession of council property;
 - x. Conduct bringing the council into disrepute; or
 - xi. Any other conduct that from time to time is defined by the council as amounting to gross misconduct.
- b) If the clerk is accused of any Gross Misconduct, he or she may be suspended from work on full pay pending the outcome of an investigation into the alleged offence(s). Such a period of suspension will not normally exceed 10 working days unless there are exceptional circumstances.
- c) The council will investigate the matter and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses. As part of that investigation the clerk will be interviewed.
- d) If the council believes the clerk is guilty of gross misconduct his or her employment will be terminated summarily without notice or pay in lieu of notice.
- e) The council will send the clerk a statement, setting out the allegations of misconduct that led to the clerk's dismissal and the council's basis for thinking that the clerk is guilty of that misconduct. The date on which the employment is terminated will be confirmed to the clerk and the clerk may be reminded of any continuing obligations he or she may have following the termination of employment. This statement will also explain the clerk's right to appeal against the council's decision.
- f) If the clerk wishes to appeal against the council's decision, he or she must notify the council in writing within 10 working days of receiving notice of the council's decision pursuant to 7e above.
- g) If the clerk appeals the council will invite the clerk to attend a disciplinary appeal meeting before three councillors. The clerk must take all reasonable steps to attend the meeting. The clerk has the right to be accompanied to a disciplinary appeal meeting by a representative of a trade union.

- h) Any disciplinary appeal meeting will normally be convened within 10 working days of the council receiving notice from the clerk that he or she wishes to appeal pursuant to 7f above. If the date of the meeting is inconvenient for the clerk or his or her companion the clerk may ask to postpone the meeting by up to 10 working days.
 - i. Any new evidence that the clerk wishes to put forward will be considered as will any new evidence from the council. The original disciplinary penalty will be reviewed.
 - ii. The disciplinary sanction originally imposed cannot be increased upon appeal.
 - iii. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the council takes effect. If the clerk's appeal is against dismissal and the appeal is successful, he or she will be reinstated and continuity of employment will be preserved.
 - iv. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the councillors time to consider their decision.
- i) After the disciplinary appeal meeting the clerk will be informed of the council's final decision within 10 working days [the meeting may be reconvened for this purpose]. The council's decision will be confirmed to the clerk in writing.

8 General Procedural Information

- a) Verbal Warnings and Written Warnings will normally be issued by the chairman. Disciplinary proceedings raised under the standard council disciplinary procedure will also normally be investigated and any meetings to discuss the disciplinary proceedings conducted by the chairman.
- b) Where disciplinary proceedings are instigated against the clerk, matters are dealt with by three councillors including the chairman. If possible, any disciplinary appeal meeting will be conducted by three councillors who were not involved in the original investigation.