

# BRADWELL PARISH COUNCIL



POLICY	DISCIPLINARY POLICY
VERSION	1.0
LAST REVIEWED	21 January 2026

## 1. Purpose

1.1 This policy sets out the procedure to be followed when dealing with disciplinary matters relating to the employee(s) of Bradwell Parish Council.

1.2 The aim is to ensure that fair and consistent treatment is applied, compliance with employment legislation is followed, and improvement is encouraged rather than punishment.

## 2. Scope

2.1 This policy applies to all employees of the Parish Council, including the Clerk and if applicable any other paid staff.

2.2 It does not apply to councillors, whose conduct is governed by the Code of Conduct and overseen by the local authority's Monitoring Officer at Derbyshire Dales District Council.

## 3. General Principles

3.1 A proper investigation must be carried out before any disciplinary action is taken

3.2 All Employees will be informed of allegations in writing, preferably handwritten and posted, although email will be accepted.

3.3 Employees have the right to be accompanied at formal hearings, if applicable by a trade union representative.

3.4 No employee will be dismissed for a first breach except in cases of gross misconduct.

3.5 All matters will be treated confidentially

3.6 No single councillor has the authority to discipline employees.

## 4. Informal Procedure

4.1 In the first instance, minor conduct or performance issues should be informally dealt with through discussions with the employee, advice, guidance or the provision of additional training. A clear explanation of expected standards should be given in writing.

4.2 A note of the discussion may be kept but will not form part of the formal disciplinary record.

## **5. Formal Disciplinary Procedure**

5.1 Where informal action is not appropriate, the Council must carry out an investigation to establish the facts, this investigation may be carried out by the Chair or a nominated councillor. The investigator must not later sit on the disciplinary panel.

5.2 Suspension may be considered only where necessary and will be on full pay.

5.3 Suspension is not a disciplinary penalty

## **6. Disciplinary Hearing**

6.1 If there is a case to answer, the employee will receive written notice of the hearing, with at least 5 working days' notice given. The letter will set out the allegations and possible outcomes.

6.2 The hearing must be conducted by a panel of councillors not involved in the investigation.

6.3 The employee has the right to be accompanied.

## **7. Possible Outcomes**

After the disciplinary hearing, the panel may decide to take one of the following actions:

7.11 No further action to be taken

7.12 First written warning- which remains on file for 6 months and must specify what improvement is required and include a review period.

7.13 Final written warning- this must remain on file for 12 months and is normally issued where misconduct has occurred.

7.14 Dismissal (with notice)- if the panel feels this is the most appropriate course of action, a dismissal letter must be issued to the employee with a 4-week notice period to be applied.

7.15 Summary dismissal- this should only be applied in cases of gross misconduct. Examples of this include theft, fraud, dishonesty, serious breach of confidentiality, Falsification of records, Serious negligence, Harassment or discrimination, Serious insubordination and any conduct bringing the Council into serious disrepute.

7.16 All decisions will be confirmed in writing.

## **8. Right of Appeal**

8.1 Employees have the right to appeal against any formal disciplinary sanction, but these appeals must be submitted in writing within 5 working days and heard by councillors not previously involved.

8.2 The appeal decision will be final.