



## **Protocol for Disciplinary and Grievance Hearings**

This protocol complies with the 2015 ACAS Code of Practise and should be used in conjunction with the Disciplinary Policy and Grievance Policy. For the purpose of this protocol, the following definitions will apply –

### **Disciplinary Action:**

Disciplinary action is the process of an employer communicating with the employee to improve or resolve unacceptable behaviour or performance.

### **Grievance:**

Grievances are concerns, problems or complaints raised by an employee with their manager and/or employer. The Staffing and Governance Committee has delegated authority to determine matters in relation to the formal stage of the Grievance Policy and the formal stage of the Disciplinary Policy.

In some cases, for example first instances of minor misconduct or grievance, the Clerk, after consultation with the Chairman of the Staffing and Governance Committee, may speak to the employee informally before implementing the Disciplinary Policy or Grievance Policy. However, there is no obligation for the Clerk to do this.

When a hearing takes place, the appointed sub-committee or Employment Appeals panel are acting in a quasi-judicial capacity and must observe the principles of natural justice.

This protocol applies to all employees of Aldingbourne Parish Council. All

correspondence including verbal/oral and written warnings will normally be issued by the Clerk. Where proceedings are instigated against the Clerk, all correspondence including verbal/oral and written warnings will be issued by the Chairman of the Staffing and Governance Committee.

**A d o p t e d** o n : . . . . . **A t** : . . . . . **R e v i e w**  
date:.....