



STANTON PARISH COUNCIL

DISCIPLINE AND GRIEVANCE PROCEDURE

INTRODUCTION

The Acas statutory Code of Practice on discipline and grievance provides basic practical guidance to employers, employees and their representatives and sets out principles for handling disciplinary and grievance situations in the workplace.

The Code is issued under section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992 and was laid before both Houses of Parliament on 16 January 2015. It comes into effect by order of the Secretary of State on 11 March 2015 and replaces the Code issued in 2009.

A failure to follow the Code does not, in itself, make a person or organisation liable to proceedings. However, employment tribunals will take the Code into account when considering relevant cases. Tribunals will also be able to adjust any awards made in relevant cases by up to 25 per cent for unreasonable failure to comply with any provision of the Code. This means that if the tribunal feels that an employer has unreasonably failed to follow the guidance set out in the Code they can increase any award they have made by up to 25 per cent. Conversely, if they feel an employee has unreasonably failed to follow the guidance set out in the Code they can reduce any award they have made by up to 25 per cent.

PROCEDURE

Stanton Parish Council will seek to resolve disciplinary and grievance issues in the workplace. Where this is not possible, Stanton Parish Council will consider using an independent third party to help resolve the problem. The third party need not come from outside the organisation but could be an internal mediator, so long as they are not involved in the disciplinary or grievance issue. In some cases, an external mediator might be appropriate.

Many potential disciplinary or grievance issues can be resolved informally. A quiet word is often all that is required to resolve an issue. However, where an issue cannot be resolved informally then it may be pursued formally. The Code sets out the basic requirements of fairness that will be applicable in most cases; it is intended to provide the standard of reasonable behaviour in most instances.

Stanton Parish Council will keep a written record of any disciplinary or grievances cases they deal with.

In all cases, Stanton Parish Council will refer to the latest advice and guidance from the 'Acas' website at www.acas.org.uk/discipline when dealing with disciplinary and grievance situations and will take action as outlined in the sample discipline and grievance procedures.

Adopted by Stanton Parish Council on 13 June 2019.