

## **CHEVENING PARISH COUNCIL**

### **Grievance and Discipline Policy**

#### **Dispute Resolution**

##### **1.1 Conciliation and Mediation**

Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

##### **1.2 Redress of Grievance**

You must apply in writing to the Chairman of the Council for redress of any grievance relating to your employment. The Chairman shall report your application to the Standing Committee of the Council, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered and a decision reached by the Committee.

Should you be dissatisfied with the Committee's decision you have the right to make an appeal to the full Council.

Under the provisions of the 1999 Employment Relations Act s.10 you have the right to have a representative of your choice present at both the Standing Committee and full Council meetings

##### **1.3 Disciplinary Rules**

Before any disciplinary action 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 (together with an adviser if you wish) will have a full opportunity to answer the complaint at a meeting of the Standing Committee.

Should you be dissatisfied with the Committee's decision you have the right to make an appeal to the full Council.

If you are dissatisfied with the Council's decision and if any part of the dispute shall be referred in writing jointly to the National Association of Local Councils and the Society of Local Council Clerks, their joint decision shall be binding upon you and the Council.