



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council Personnel Committee.

YOU ARE HEREBY REQUESTED to attend a meeting of the Personnel Committee to be held on **Wednesday 8 November 2023** at 6.30pm in the Community Centre at which the following business will be transacted.

Agenda

1. Apologies for Absence

To receive members' apologies.

2. Declarations of Interest

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

3. Minutes

To approve as a correct record and sign the minutes of the meeting of the Personnel Committee held on 7 June 2023. (Enclosed).

4. Exclusion of the Press and Public

To consider the Press and public for any item on the Agenda due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Review of HR Policies

- i. **Health and Safety Policy** (Enclosed)
- ii. **Grievance Procedure** (Enclosed)
- iii. **Disciplinary Procedure** (Enclosed)

Confidential Item

6. Contract of Employment & Statement of Particulars

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

7. Date of Next Meeting.

To agree the date of the next meeting (November 2024)

The Personnel Committee Terms of Reference state:

“Frequency of Meetings

The Personnel Committee will meet at least one a year (usually in October/November).”

Members

Councillor Chris Sheldon (Chair)

Councillor Keith Ashton

Councillor Matt Lynch
Councillor John McAndrew - Vice Chair (Ex officio)

Craig Ainsworth
Clerk to the Parish Council
5 Clarendon Gardens
Bromley Cross
BL7 9GW



31 October 2023



Astley Village Parish Council

Personnel Committee

7 June 2023 at 6.30 pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Keith Ashton, Matt Lynch and John McAndrew.

1. Election of Chair

RESOLVED – That Councillor Chris Sheldon be elected Chair of the Personnel Committee until the next Annual Parish Council Meeting.

Councillor Sheldon in the Chair.

2. Apologies for Absence

There were no apologies.

3. Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 6 'Review of Parish Clerk's Salary Scale' as the report concerned himself and left the meeting during the discussion and vote on the item.

4. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 23 November 2022 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

5. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 6 'Review of Parish Clerk's Salary Scale' (Minute 6) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Review of Parish Clerk's Salary Scale

At the Parish Council Meeting on 10 May 2023, it was agreed that the Personnel Committee be requested to review the Parish Clerk's Salary Scale. It was reported that the Personnel Committee had delegated powers to deal with all personnel, employment, and recruitment issues, including Pay & Conditions and any other

action as directed by full Parish Council.

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) outlining the approach to job evaluation, agreed by the National Association of Local Councils and the Society for Local Council Clerks Joint Agreement on Terms and Conditions.

RESOLVED - (1) That the pay grade of the Parish Clerk be increased to LC2 and the Parish Clerk be appointed on point 21 with effect from 1 June 2023.

(2) That the single salary point (a 'spot salary') be reviewed by this Personnel Committee in November 2023 including whether to revert to the salary rising annually, by automatic increase on the 1st of April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum.

7. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held in November 2023 at 6.30 pm at the Community Centre at a date determined by the Parish Clerk in consultation with the Chair of the Personnel Committee.

The meeting concluded at 7.40 pm

Chair



Astley Village Parish Council

HEALTH AND SAFETY POLICY

1. INTRODUCTION

- 1.1 Astley Village Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; and for anyone affected by its activities.
- 1.2 The Parish Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Parish Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Parish Council, which undertakes to commit appropriate resources to manage health and safety.

2. GENERAL STATEMENT OF POLICY

- 2.1 Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. The principles of the Act and its underpinning Regulations are taken by the Parish Council as a minimum requirement for the safe and effective management of the Parish Council and its activities.
- 2.2 Our statement of general policy is:
 - To provide adequate control of the health and safety risks arising from our activities.
 - To consult with our staff on matters affecting their health and safety.
 - To provide and maintain safe equipment.
 - To provide sufficient information, instruction, and supervision of staff and volunteers as far as is reasonably practicable.
 - To ensure all staff and volunteers are competent in their Parish Council-related activities, and to provide adequate training as far as is reasonably practicable.
 - To prevent accidents and activity-related ill health as far as is reasonably practicable.
 - To maintain safe and healthy conditions for conducting the Parish Council's business and the public facilities it provides.

3. RESPONSIBILITIES

- 3.1 The Parish Council will take all reasonable steps to ensure:
 - 3.1.1 That information, instruction, training, supervision, equipment, and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
 - 3.1.2 That its work, in all its forms, is done in ways so that members of the public are not put at risk.
 - 3.1.3 That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

- 3.1.4 That this policy is brought to the attention of all employees, members of the public, contractors, volunteers, and Parish Councillors and is regularly reviewed.
- 3.1.5 That when necessary, there is consultation and negotiation with employees on health, safety, and welfare at work to ensure continuing improvement.
- 3.1.6 The Parish Council is responsible for managing safety, based on the Parish Council's safety policy.
- 3.1.7 The Parish Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents.
- 3.1.8 All Parish Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions
- 3.1.9 Day to day matters of Health and Safety are dealt with by the Parish Clerk acting on behalf of the Parish Council.

4. RISK ASSESSMENTS

- 4.1 The Parish Council will carry out risk assessment of its activities as and when necessary and review these regularly.
- 4.2 The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
- 4.3 The Parish Council requires contractors to supply Proof of Insurance Indemnity, Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the Parish Council.



Astley Village Parish Council

GRIEVANCE PROCEDURE

1. PURPOSE AND SCOPE

It is the policy of the Parish Council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the Parish Council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the Acas Code of Practice 2009 as set out in the Employment Act 2008.

2. PRINCIPLES

- a) At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.
- b) Grievances will be dealt with promptly and consistently.
- c) At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.
- d) An employee will have the right to appeal against any outcome of a Grievance Hearing.
- e) At no time will an employee be penalised or victimised for having raised a Grievance against the Parish Council

3. PROCEDURE

Wherever possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate with the next level of management. In the case of the Parish Clerk raising a grievance this should be directed to the Chair of the Personnel Committee unless the complaint is about the Chair in which case another Member of the Personnel Committee can be identified to handle the Parish Clerk's concerns.

3.2 Written Statement

If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Chair of the Personnel Committee (or another Member of the Personnel Committee if the complaint is about the Chair).

3.3 Meeting or Hearing

The Parish Council will appoint an independent advisor to support the process including attending all meetings and be responsible for maintaining written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments to be retained and kept.

Generally, within a reasonable period of time e.g., five working days of receipt of a written complaint, the Chair of the Personnel Committee (or another Member of the Personnel Committee if the complaint is about the Chair) will arrange a meeting with the employee. The Chair (or another Member of the Personnel Committee if the complaint is about the Chair) will endeavour to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The Chair (or another Member of the Personnel Committee if the complaint is about the Chair) will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as s/he shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised.

If the Grievance cannot be resolved, a meeting of the Personnel Committee will be convened (Chaired by a member of that Committee who has not involved in the investigation) where careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The Chair of the Personnel Committee (or another Member of the Personnel Committee if the complaint involves the Chair) will present the findings of their investigation and the employee may call witnesses (by prior arrangement with the Chair of the Personnel Committee considering the matter). There is no right for a Parish Councillor or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the Personnel Committee may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Personnel Committee may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.

3.4 Response

The Chair of the Personnel Committee considering the matter will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. The Parish Council will handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties. The Society of Local Council Clerks can advise on approaches and bodies which may be able to assist.

3.5 Appeal

If the employee is dissatisfied with the decision of the Personnel Committee on his/her complaint s/he should inform the Chair of the Personnel Committee considering the matter that had considered the matter within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair.
- New evidence has come to light.
- The employee thinks that the procedure was not applied properly.

Where possible the Appeal will be heard by the Chair of the Parish Council and two Parish Councillors who have not been involved in the original grievance hearing conducted by the Personnel Committee, who will view the evidence with impartiality and will consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. The employee will have the right to be accompanied by a colleague or accredited official employed by a trade union or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. The decision taken at the Appeal hearing will be final.

3.6 Bullying or Harassment

If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, or another manager/Member if more appropriate, with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if appropriate, an alternative solution agreed. The decision at this stage will generally conclude the enquiry. If a further appeal or review is available the employee will be notified. As a result of an investigation into a claim of harassment disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members a Code of Conduct complaint lodged by the Parish Council through the Monitoring Officer.

3.7 Right to be Accompanied

At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure, they will not be entitled to be accompanied by any external supporter e.g., partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

3.8 Confidentiality

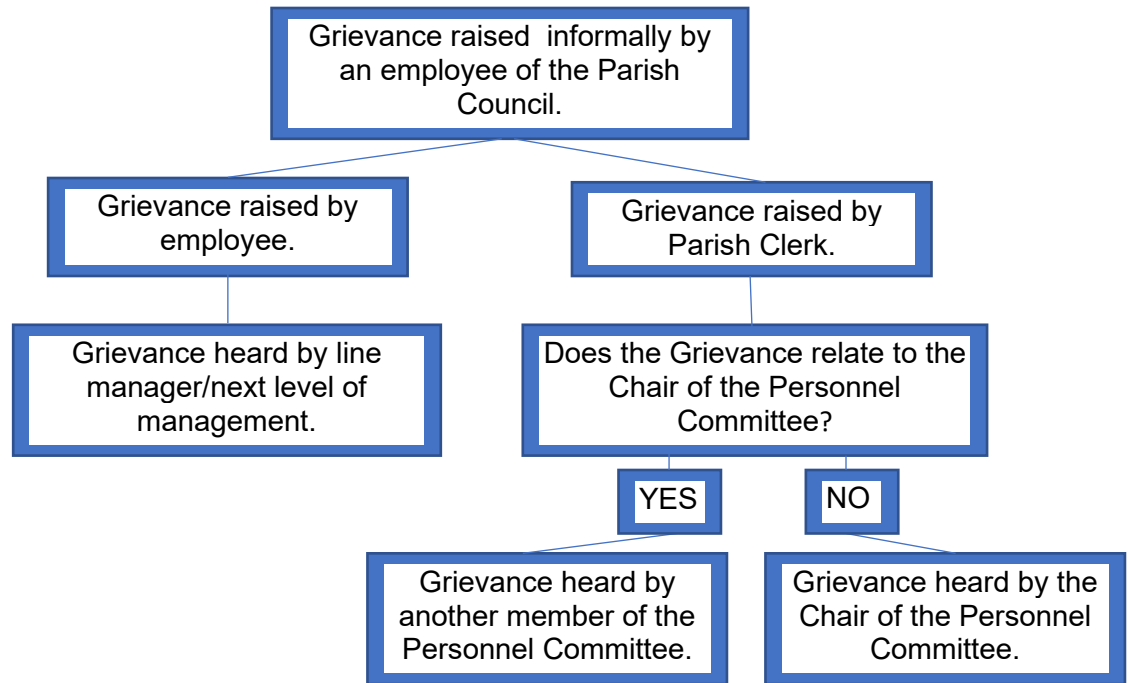
So far as is reasonably practicable, the Parish Council will keep any grievance or complaint of harassment confidential between the manager or Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

3.9 Grievances raised during Disciplinary

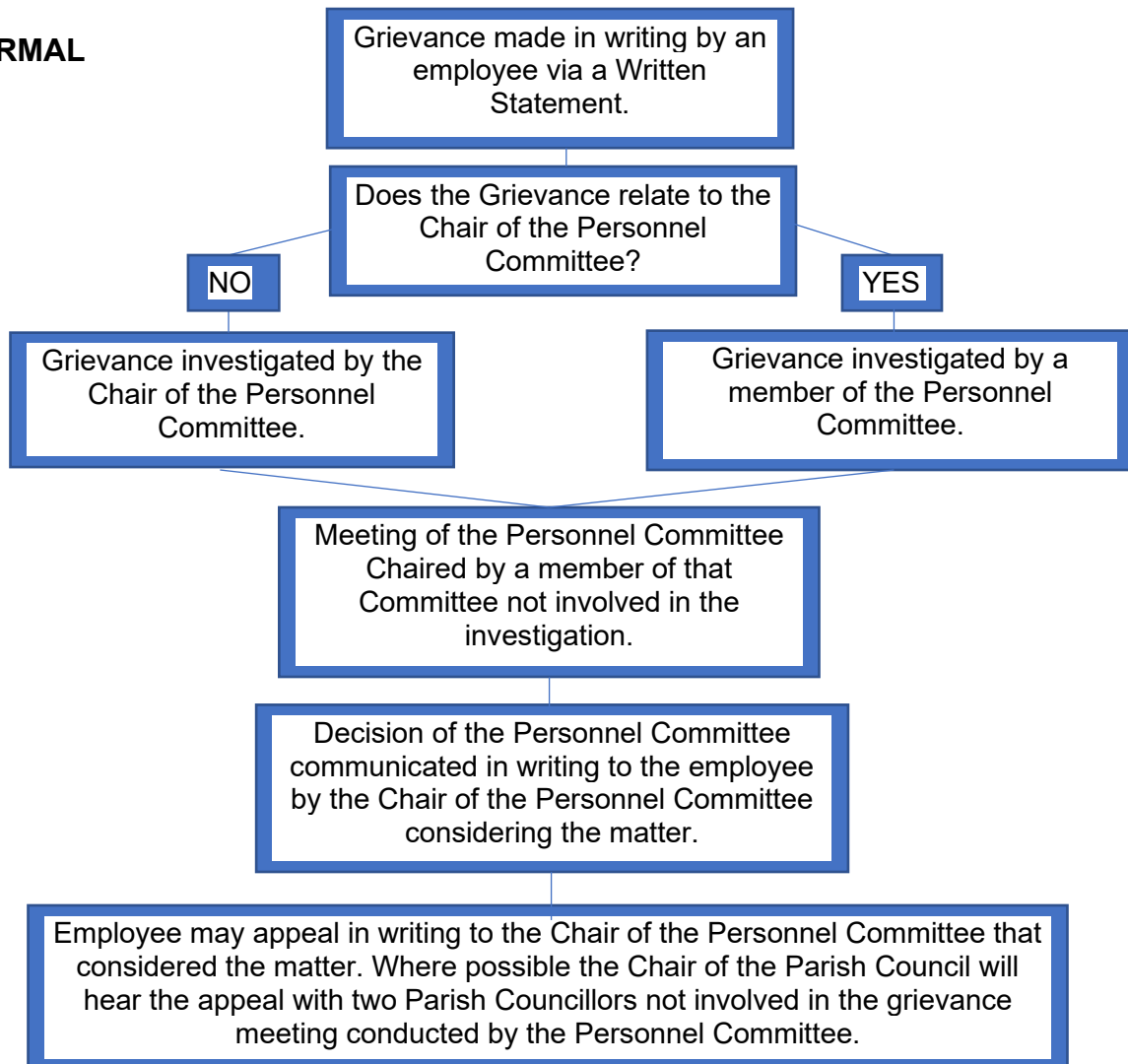
In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the Parish Council or individual Members. In such cases, in line with Acas advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but specialist external advice will be sought if this arises.

ASTLEY VILLAGE PARISH COUNCIL GRIEVANCE PROCEDURE

INFORMAL



FORMAL





Astley Village Parish Council

DISCIPLINARY PROCEDURE

1. PURPOSE AND SCOPE

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the Parish Council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the Acas Code of Practice on disciplinary and grievance procedures.

2. PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated.
- b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages, the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work.
- Lateness for work or poor time keeping.
- Inappropriate standard of dress.
- Minor breaches of Health and Safety or other Society rules or procedures.
- Failure to perform your job to the standard expected or in line with your job description/objectives.
- Time wasting.
- Disruptive behaviour.
- Misuse of the council's facilities (e.g., telephones, computers, email, or the internet).
- Refusal to carry out reasonable requests or instructions.
- Failure to follow an agreed council Procedure.

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty.
- Fighting, assault on another person.
- Deliberate damage to property of the council, its workers, or members.
- Gross incompetence in the conduct of work.
- Gross negligence which results in the council or employees being put at risk.
- Being under the influence of illegal drugs or alcohol.
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion, or belief.
- Serious acts of insubordination.
- Serious breach of duty to keep information of the council, its service providers, and its clients confidential.
- Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet Policy.
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute.
- Serious negligence which causes or might causes significant loss, damage, or injury.
- Accepting bribes or incentive payments from suppliers.
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

3.2 INFORMAL ACTION

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Parish Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by the Chair of the Personnel Committee. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used.

3.3. INVESTIGATIONS

The Parish Council will appoint an independent advisor to support the process including attending all meetings and be responsible for maintaining written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments to be retained and kept.

All Investigations relating to employees of the Parish Council will be carried out by the Parish Clerk or in the case of the Parish Clerk being disciplined, the Chair of the Personnel Committee.

3.4 FORMAL ACTION

3.4.1 The level of warning you may receive for misconduct/gross misconduct will depend on how serious the council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct, the formal process may commence at Stage 4 –see 3.4 below.

3.4.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.4.3 Disciplinary Meetings

All Disciplinary Meetings will be conducted by the Personnel Committee.

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g., within five days of the letter being sent, where practically possible. At the meeting, the Parish Clerk (or in the case of the Parish Clerk being disciplined, the Chair of the Personnel Committee) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence, and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g., illness) then the Parish Council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.5 OUTCOMES AND PENALTIES

Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal **ORAL WARNING**. He or she will be advised of.

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after six months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a **WRITTEN WARNING** will be given to the employee by the Parish Clerk (or in the case of the Parish Clerk being disciplined, the Chair of the Personnel Committee considering the matter). This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after twelve months subject to satisfactory conduct.

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a **FINAL WRITTEN WARNING** will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Parish Clerk (or in the case of the Parish Clerk being disciplined by the Chair of the Personnel Committee considering the matter) but it will be spent after twelve months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Parish Council reasonably believes Gross Misconduct has occurred, **DISMISSAL** may result. Only the appropriately convened Personnel Committee can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting, and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e., without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate by the Chair of the Personnel Committee considering the matter. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

3.6 SUSPENSION

If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the council investigates the alleged offence. Only the appropriately convened Personnel Committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the Parish Council will be maintained although access to premises, equipment or systems may be denied. The External Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

3.7 APPEALS

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Chair of the Personnel Committee considering the matter that had considered the matter within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair.
- New evidence has come to light.
- The employee thinks that the procedure was not applied properly.

Where possible the Appeal will be heard by the Chair of the Parish Council and two Parish Councillors who have not been involved in the original disciplinary hearing conducted by the Personnel Committee, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited official employed by a trade union or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

3.8 THE RIGHT TO BE ACCOMPANIED

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask to be accompanied by a colleague or accredited official employed by a trade union or lay member, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g., partner, parent, solicitor etc. the companion can address the hearing, put, and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

3.9 GRIEVANCES RAISED DURING DISCIPLINARIES

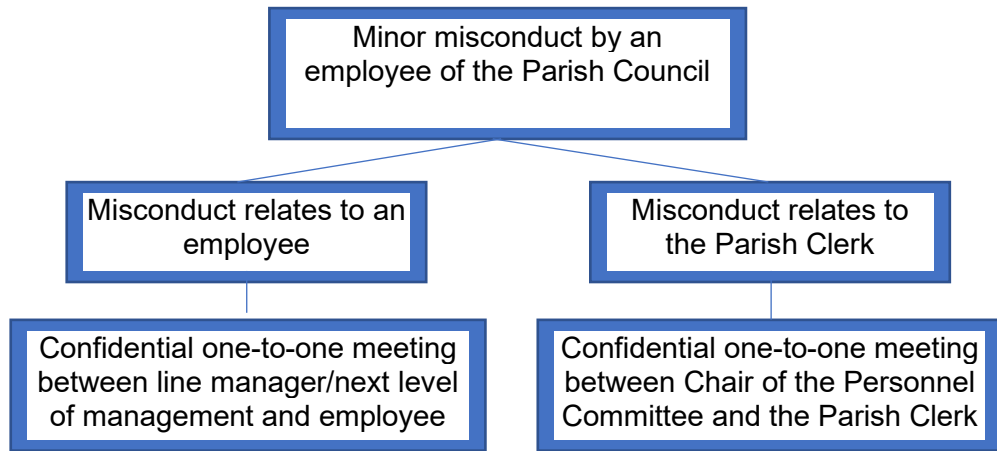
In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. In such instances, the disciplinary matters will be placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it may be pragmatic to deal with the two disputes concurrently but specialist external advice will be sought if this arises.

3.10 CRIMINAL CHARGES OR CONVICTIONS

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates, or customers.

ASTLEY VILLAGE PARISH COUNCIL DISCIPLINARY PROCEDURE

INFORMAL



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