

**Rusper Parish Council**



Working with and for the community

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## **Rusper Parish Council Disciplinary Policies**

### **1. Introduction**

This policy outlines the procedures adopted by Rusper Parish Council. It ensures fair, consistent, and transparent management of staff issues.

### **2. Scope**

This procedure applies to all employees of the Rusper Parish Council. It does not apply to councillors.

### **3. Disciplinary Procedure**

#### **3.1 Informal Discussion**

Minor conduct or performance issues will be dealt with informally, through discussion with the Clerk or Chair. This may include advice, support, or training.

#### **3.2 Formal Procedure**

For serious or repeated issues, the formal disciplinary process applies:

- An investigation into the issue.
- Written notice of the alleged misconduct.
- Invitation to a disciplinary hearing (with at least 48 hours' notice).
- Right to be accompanied (by a colleague or union representative).
- A hearing and opportunity to present their case.
- A written outcome stating any disciplinary action.

#### **3.3 Possible Disciplinary Sanctions**

- First written warning
- Final written warning
- Dismissal (with or without notice depending on severity)

#### **3.4 Appeals**

Employees may appeal in writing within 5 working days. A separate panel of councillors will review the appeal.

## **4. Grievance Procedure**

### **4.1 Informal Resolution**

Employees are encouraged to raise concerns informally with their line manager (usually the Clerk or Chair).

### **4.2 Formal Grievance**

If unresolved, a written grievance should be submitted. The council will:

- Hold a grievance meeting (employee may be accompanied)
- Consider the case and provide a written decision

### **4.3 Appeals**

If the employee is dissatisfied, they may appeal in writing. A separate panel of councillors not involved in the original decision will consider the appeal.

## **5. Confidentiality and Records**

All matters will be dealt with confidentially. Records will be retained securely and handled in line with data protection law.

## **6. Review and Adoption**

This procedure was adopted Rusper Parish Council on [Date]. It will be reviewed every two years or when employment legislation changes.