Disciplinary Procedure

1. Purpose

The purpose of this Disciplinary Procedure is to provide a clear, fair, and transparent framework for addressing employee misconduct or underperformance within Lytchett Matravers Parish Council (the Council). The procedure ensures that disciplinary matters are handled consistently, lawfully, and in line with best practice.

This procedure should be read in conjunction with the Council's **Recruitment Policy**, **Appraisal Policy**, **Internal Control Policy**, and **Financial Regulations** to ensure decisions are aligned with governance, record-keeping, and accountability requirements.

2. Scope

This procedure applies to all paid employees of Lytchett Matravers Parish Council. It does not cover Councillors or elected officials.

3. Principles

- **Fairness:** Employees will be treated fairly and given the opportunity to respond to allegations.
- **Consistency:** The procedure will be applied consistently to all staff.
- **Transparency:** Disciplinary decisions will be documented and communicated clearly.
- **Compliance:** The procedure complies with employment law and Council policies.

4. Roles and Responsibilities

4.1 Full Council

- Approve the Disciplinary Procedure and any amendments.
- Ratify disciplinary decisions in accordance with Council governance requirements if applicable.
- Ensure that disciplinary actions align with approved budgets and Financial Regulations.

4.2 Parish Clerk / Line Manager

- Investigate allegations of misconduct or underperformance promptly and impartially.
- Conduct disciplinary meetings in accordance with this procedure.
- Maintain accurate records of investigations, meetings, and decisions in line with the Internal Control Policy.
- Ensure disciplinary actions are consistent with Appraisal outcomes where relevant.

4.3 Employees

- Participate in disciplinary investigations and meetings.
- Respond honestly and promptly to allegations.
- Have the right to be accompanied by a colleague or representative at disciplinary meetings.

5. Disciplinary Process

1. **Investigation:** Conduct a thorough investigation into the allegation, gathering relevant evidence.
2. **Notification:** Employee will be notified in writing of the nature of the allegation and the proposed disciplinary meeting.
3. **Disciplinary Meeting:** Held with the employee, line manager, and, if requested, a companion. Employee can present their case.
4. **Outcome:** Decisions may include:
    - Verbal warning
    - Written warning
    - Final written warning
    - Dismissal
5. **Appeal:** Employee has the right to appeal decisions, which will be considered by a panel of Councillors not involved in the original decision.

6. Link to Other Policies

- **Recruitment Policy:** Ensures that disciplinary outcomes are consistent with recruitment standards and merit-based selection criteria.
- **Appraisal Policy:** Helps identify performance-related issues and training needs, integrating disciplinary considerations with professional development.
- **Internal Control Policy:** Maintains proper records of disciplinary investigations and decisions for governance and audit purposes.
- **Financial Regulations:** Any financial implications, such as contractual pay adjustments or penalties, must comply with approved budgets and regulations.
- **Data Protection:** All disciplinary records must be stored securely and in line with GDPR requirements.

7. Record Keeping

- All records of disciplinary investigations, meetings, warnings, and appeals will be retained securely by the Parish Clerk or designated officer.
- Records will be kept in accordance with data protection legislation and the Internal Control Policy.

8. Review

- This Disciplinary Procedure will be reviewed annually or sooner if there are significant changes to employment legislation, Council structure, or related policies.

Adopted by Lytchett Matravers Parish Council: Full Council 25th February 2026

Minute Reference: 5.3 **Next review date: March 2027**

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