

**HELLINGLY PARISH COUNCIL**

**STAFF POLICIES**

**2021/22**

**Adopted by Council on 11 November 2015**

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**Expenses Policy**

The following expenses policy applies to all staff.

If you necessarily incur additional expense in the course of your work in respect of travel, meals or overnight accommodation it will be reimbursed provided that it is approved expenses and subject to appropriate evidence of the expenditure being produced.

Mileage will be reimbursed at NJC rates in force at the time for mileage incurred in the performance of Council business.

In addition the Council will reimburse in line with staff contracts the following expenses

* Telephone and internet charges including connection charges.
* Purchase of office equipment
* Purchase of office consumables
* Additional insurance premiums

All claims for expenses should be submitted in a timely manner.

**Sickness Absence Policy**

Introduction

1. The aim of the Sickness Absence Policy is to:
2. Ensure high levels of attendance, thus maintaining satisfactory levels of service delivery and minimising the cost of sickness absence.
3. Help the Council meet its general duty of care to all employees.
4. Provide a fair mechanism for dealing with sickness absence and resolving any problems that arise and give staff reassurance that sickness will be treated fairly.
5. Sickness absence is a key issue for the effective management of staff. It is inevitable that people experience ill health from time to time and that this will prevent them from attending work. This policy aims to strike the right balance between its responsibilities as a caring employer and consistent, effective action by managers in handling this sensitive issue.

Responsibilities

1. The responsibility of staff and managers are set out below:

*Staff Responsibilities –* you are expected to:

1. Maintain a high level of attendance
2. Follow all Health and Safety rules and guidance
3. Comply with procedures for reporting sickness absence
4. Provide information on the reason for absence and any documents when asked
5. Use your best endeavours to ensure a speedy return to work i.e. follow doctor’s advice, take medication as required etc.
6. Not undertake any other paid or unpaid employment while off sick unless the Council has agreed following advice from a Medical Advisor

*Manager Responsibilities* – managers are expected to:

1. Manage the absence of their staff using the Sickness Absence Procedures
2. Make sure that all staff are aware of the Sickness Absence Procedures
3. Ensure all Health and Safety rules and guidance are followed
4. Ensure that care is taken to maintain confidentiality throughout the management of sickness absence

Short Term Sickness

1. Short term sickness is something that all staff are likely to experience. If you are too ill to work then you are expected to keep your manager informed of your condition and your likely return to work. You should ring by 8.30 in the morning if you are not able to work, if you do not give an estimated return to work date on the 1st day of sickness you should ring your manager on day 2 to confirm your continued absence.
2. A medical certificate must be provided for any absence that lasts longer than 7 calendar days. This can be provided at any time but must be provided no later than the 13th day of absence. The certificate must cover the sickness from day 8.
3. Failure to comply with the above reporting procedure may lead to you being recorded as absent without permission with a deduction in pay.

Long Term Sickness

1. Long term sickness is defined as a period of sickness lasting for more than four working weeks. In the event of long term sickness the following items will be reviewed:
2. Consider the reasons behind the long term absence
3. Plan welfare calls and visits to keep in contact with you
4. Arrange any meetings we may need to have with you
5. Consider advice received from your GP or whether we need to get your permission to approach your GP
6. Any adaptations we can make that would enable you to return to work in some form
7. The likely timescales around your absence
8. After this initial review, your case will be reviewed every 8 weeks.
9. With an indication of your return to work date we will contact you to discuss the best way for you to return to work. This may mean that we would discuss some adaptations in the short term to help you return after a long period of absence.
10. If it becomes apparent that you are unlikely to return to work within a reasonable time scale we will meet with you to look at options and discuss what is in the best interests of you and the Council.

Sick Pay Scheme Entitlements

1. Entitlement to sickness allowance is outlined in your contract of employment.

**Health and Safety Policy**

General Statement of Policy

1. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, instruction, training and supervision as they need for this purpose.
2. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
3. The policy will be kept up to date, particularly as the Council’s activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Finance Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Council’s annual review.

Responsibilities

1. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Hellingly Parish Council. The Clerk is responsible for this policy being carried out at all the Council’s premises and the Assistant Clerk will be responsible as his/her deputy.
2. The following staff are responsible for safety in particular areas:

|  |  |  |
| --- | --- | --- |
| **Position** | **Area** | **Any Special Responsibility** |
| Clerk | Playgrounds | Regular inspections to be undertaken by specialist |
| Assistant Clerk | Community Hub |  |
| Groundsman | Cemetery |  |
| Groundsman (2) | Country Park  Community Hub | Weekly inspection of playground equipment and pond safety rings |

1. All employees have the responsibility to co-operate in achieving a healthy and safe workplace and to take reasonable care of themselves and others.
2. Whenever an employee notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
3. Any staff working from home should ensure that their office is free of hazards and that their work station is suitable.
4. The accident book is kept at the Community Hub.

First Aid

1. A first aid box is located at the Community Hub above the cooker. The Assistant Clerk is responsible for this box.
2. Defibrillators are located on the outside walls of the Village Hall, the Kings Head in Lower Horsebridge and Hellingly Community Hub.

Fire Safety

1. Fire extinguishers in the Community Hub shall be visually inspected monthly by the Assistant Clerk and will be maintained annually.
2. Fire exits shall be kept free from obstructions.
3. Notices shall be displayed giving directions for the evacuation of the Community Hub in the event of fire.

Training

1. The Parish Clerk has overall responsibility for training.

Specific Policies

1. The policy for Grounds Maintenance is attached as Appendix 1, to this policy.

**Appendix 1**

**Grounds Maintenance**

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected and for battery powered equipment the battery must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer’s instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating machinery and when using chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
10. Pathways on Council owned premises shall be inspected annually.

**Equal Opportunities Policy**

It is unlawful to discriminate against an individual on the following grounds:

* Age
* Disability
* Gender reassignment
* Marriage and civil partnership
* Pregnancy and maternity
* Race
* Religion and belief
* Sex
* Sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

Purpose

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the ground of any of the protected characteristics defined in the Equality Act 2010.

Scope

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

Our Commitment

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination of harassment or victimisation through the Council’s Grievance Procedure.

This Policy is fully supported by all Members of the Council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The Policy will be monitored and reviewed annually. Other Personnel Policies will be reviewed against the values stated in this main Equal Opportunities Policy to ensure that the Council strives to remain an Equal Opportunities employer.

**Disciplinary and Grievance Arrangements**

**Disciplinary Policy**

Introduction

1. This policy is based on and complies with the 2009 ACAS Code of Practice. It is designed to help council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees’ behaviour informally, without starting the formal procedure set out below.
2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:

* The Council will fully investigate the facts of each case.
* The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees’ underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.
* Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
* Employees may be accompanied or represented by a trade union representative or a work colleague at any disciplinary or investigatory meeting. The companion is permitted to address such meetings, to put the employee’s case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee’s wishes or prevent the employee from explaining his/her case.
* The Council will give employees reasonable notice of any meetings in this procedure. The employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
* If the employee’s companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 5 working days of the original meeting date.
* Any changes to specified time limits in the Council’s procedure must be agreed by the employee of the Council.
* Information about an employee’s disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee’s disciplinary records will be held by the Council in accordance with the Data Protection Act 1998.
* Recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee’s medical condition.
* Employees have the right to appeal against any disciplinary action. The appeal decision is final.
* If an employee who is already subject to the Council’s disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
* Disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal.
* Except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
* If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
* The Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council’s and the employee’s consent.

Examples of Misconduct

1. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct:

* Unauthorised absence
* Poor timekeeping
* Misuse of the Council’s resources and facilities including telephone, email and internet
* Inappropriate behaviour
* Refusal to follow reasonable instructions
* Breach of health and safety rules

Examples of gross misconduct

1. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:

* Bullying, discrimination and harassment
* Incapacity at work because of alcohol or drugs
* Violent behaviour
* Fraud or theft
* Gross negligence
* Gross insubordination
* Serious breaches of health and safety rules
* Serious and deliberate damage to property
* Use of the internet or email to access pornographic, obscene or offensive material
* Disclosure of confidential information

Examples of Unsatisfactory Work Performance

1. The following is not an exhaustive list:

* Inadequate application of office procedures
* Inadequate IT skills
* Unsatisfactory management of staff
* Unsatisfactory communication skills
* Failure to undertake all duties within job description

Disciplinary Investigation

1. There will be an investigation of the facts. The Council will appoint an investigator who will be responsible for undertaking the disciplinary investigation. The Investigator will be independent and will normally be a Councillor. If the Council considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage (see paragraphs 15-17).
2. The Council will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the Investigator. The employee will be given at least 5 working days’ notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee should be provided with a copy of the Council’s disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
3. Employees may be accompanied or represented by a trade union representative or a work colleague at any investigatory meeting.
4. If there are other persons (e.g. employees, Councillors, members of the public or the Council’s contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
5. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Council whether or not disciplinary action should be taken.
6. The Investigator’s report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

* The employee has no case to answer and there should be no further action under the Council’s disciplinary procedure
* The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
* The employee has a case to answer and there should be action under the Council’s disciplinary procedure.

1. The Investigator will submit the report to Council who will decide whether further action will be taken.
2. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The Disciplinary Meeting

1. If the Council decides that there is a case to answer, it will appoint a staffing sub-committee of 3 Councillors. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No Councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee’s letter will confirm the following:

* The names of its Chairman and other 2 members
* Details of the alleged misconduct, its possible consequences and the employee’s statutory right to be accompanied at the meeting
* A copy of the investigation report, all the supporting evidence and a copy of the Council’s disciplinary procedure
* The time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he/she has sufficient time to prepare for it
* That witnesses may attend on the employee’s and the Council’s behalf and that both parties should inform each other of their witnesses’ names at least 5 working days before the meeting
* That the employee and the Council will provide each other with all supporting evidence at least 5 working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least 5 working days before the hearing
* That the employee may be accompanied by a companion, either a trade union representative or a work colleague.

The disciplinary meeting will be conducted as follows:

* The Chairman will introduce the members of the sub-committee to the employee
* The Investigator will present the findings of the investigation report
* The Chairman will set out the Council’s case and present supporting evidence (including any witnesses)
* The employee (or the companion) will set out his/her case and present evidence (including witnesses)
* Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witnesses
* The employee (or the companion) will have the opportunity to sum up his/her case
* The Chairman will provide the employee with the sub-committee’s decision with reasons, in writing, within 5 working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
* The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

Disciplinary Action

1. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

**Verbal Warning**

An oral warning is issued for most first instances of minor misconduct. The Council will notify the employee:

* Of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
* That further misconduct/failure to improve will result in more serious disciplinary action
* Of the right to appeal
* That a note confirming the oral warning will be placed on the employee’s personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.

**Written** **Warning**

If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out the following:

* The reason for the written warning, the improvement required (if appropriate) and the time period for improvement
* That further misconduct/failure to improve will result in more serious disciplinary action
* The employee’s right of appeal
* That a note confirming the written warning will be placed on the employee’s personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

**Dismissal**

The Council may dismiss:

* For gross misconduct
* If there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
* If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

1. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.
2. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee’s personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

The Appeal

1. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within 5 working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
2. The grounds for appeal include:

* A failure by the Council to follow its disciplinary policy
* The sub-committee’s decision was not supported by evidence
* The disciplinary action was too severe in the circumstances of the case
* New evidence has come to light since the disciplinary meeting.

1. The Appeal will be heard by 3 members of the Council who have not previously been involved in the case. This includes the Investigator. The appeal panel will appoint a Chairman from one of its members.
2. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, either a trade union representative or a work colleague.
3. At the appeal meeting, the Chairman will:

* Introduce the panel members to the employee
* Explain the purpose of the meeting, which is to hear the employee’s reasons for appealing against the decision of the staffing sub-committee
* Explain the action that the appeal panel may take.

1. The employee (or his companion) will be asked to explain the grounds for appeal.
2. The Chairman will inform the employee that he/she will receive the decision and the panel’s reasons, in writing, within 5 working days of the appeal hearing.
3. The appeal panel may decide to uphold the decision of the sub-committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee’s personnel file.
4. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of the dismissal and continuity of service will be upheld.
5. The appeal panel’s decision is final.

**Grievance Policy**

Introduction

1. This policy is based on and complies with the 2009 ACAS Code of Practice. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:

* Employees have the right to be accompanied or represented at a grievance meeting or appeal by a trade union representative or work colleague. The companion will be permitted to address the grievance/appeal meetings, to present the employee’s case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee’s wishes or prevent the employee from explaining his/her case.
* The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee’s companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 5 working days of the original meeting date.
* Any changes to specified time limits must be agreed by the employee and the Council.
* An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
* Information about an employee’s grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee’s grievance records will be held by the Council in accordance with the Data Protection Act 1998.
* Recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee’s medical condition.
* If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
* If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
* The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council’s and the employee’s consent.

Informal Grievance Procedure

1. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of Council or if appropriate another member of Council.

Formal Grievance Procedure

1. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the Chairman of Council.
2. The Council will appoint a sub-committee of 3 members to investigate the grievance. The sub-committee will appoint a Chairman from 1 of its members. No Councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

1. The sub-committee will investigate the matter before the grievance meeting which may include interviewing others (e.g. employees, Councillors or members of the public).

Notification

1. Within 10 working days of the Council receiving the employee’s grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee’s letter will include the following:

* The names of its Chairman and other members
* A summary of the employee’s grievance based on his/her written submission
* The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the Council received the grievance
* The employee’s right to be accompanied by a trade union representative or work colleague
* A copy of the Council’s grievance policy
* Confirmation that, if necessary, witnesses may attend on the employee’s behalf and that the employee should provide the names of his/her witnesses at least 5 working days before the meeting
* Confirmation that the employee will provide the Council with any supporting evidence at least 5 working days before the meeting.

The Grievance Meeting

1. At the grievance meeting:

* The Chairman will introduce the members of the sub-committee to the employee
* The employee (or companion) will set out the grievance and present the evidence
* The Chairman will ask the employee what action he/she wants the Council to take
* Any member of the sub-committee and the employee (or the companion) may question any witness
* The employee (or companion) will have the opportunity to sum up the case
* The Chairman will provide the employee with the sub-committee’s decision, in writing, within 5 working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee’s right to appeal
* A grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The Appeal

1. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within 5 working days of the employee receiving the sub-committee’s decision and must specify the grounds of appeal.
2. Appeals may be raised on a number of grounds, e.g.:

* A failure by the Council to follow its grievance policy
* The decision was not supported by the evidence
* The action proposed by the sub-committee was inadequate/inappropriate
* New evidence has come to light since the grievance meeting.

1. The Appeal will be heard by a panel of 3 members of Council who have not previously been involved in the case. The appeal panel will appoint a Chairman from one of its members.
2. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the Council’s receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or work colleague.
3. At the appeal meeting, the Chairman will:

* Introduce the panel members to the employee
* Explain the purpose of the meeting, which is to hear the employee’s reasons for appealing against the decision of the staffing sub-committee
* Explain the action that the appeal panel may take.

1. The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.
2. The Chairman will inform the employee that he/she will receive the decision and the panel’s reasons, in writing, within 5 working days of the appeal meeting.
3. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
4. The decision of the appeal panel is final.