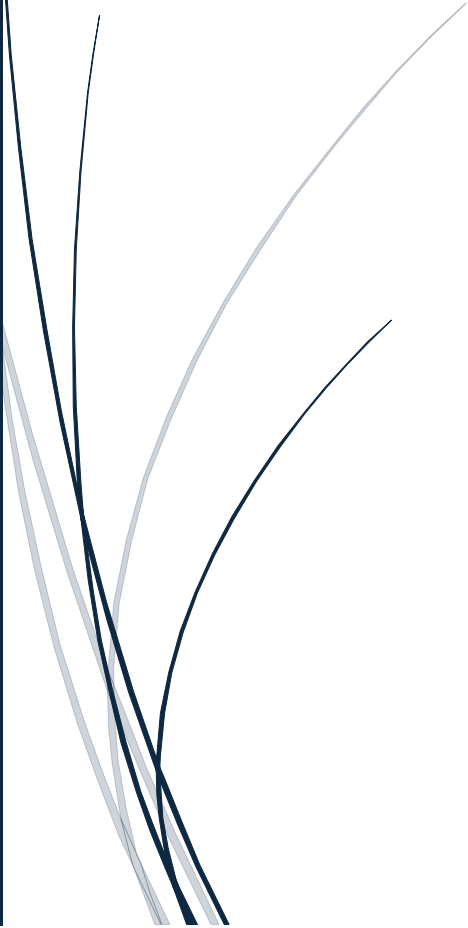


03/09/2025

Disciplinary Policy



LATHOM SOUTH PARISH COUNCIL

Lathom South Parish Council Disciplinary Policy

Purpose

This policy sets out how Lathom South Parish Council will deal with concerns about employee conduct or performance in a fair, consistent and confidential manner. At present, this relates only to the Council's sole employee, the Clerk. Should the Council employ additional staff in the future, this process will be updated to reflect the Clerk's managerial responsibilities.

Whistleblowing

Whistleblowing is not a disciplinary matter. Employees have the right to raise concerns about wrongdoing, risks, or malpractice within the Council without fear of reprisal. Such concerns will be dealt with under the Council's Whistleblowing Policy and not through this disciplinary procedure. Further guidance is available from ACAS: www.acas.org.uk/whistleblowingatwork.

Key Principles

- Informal resolutions will be considered before formal action.
- No formal disciplinary action will be taken without a full and fair investigation.
- The Clerk will be informed of the case against them and given the opportunity to respond.
- The Clerk may be accompanied by a trade union representative or colleague at formal meetings.
- The Clerk has the right to appeal disciplinary decisions.

Informal Stage

For minor issues, a nominated councillor will speak with the Clerk informally. The aim is to offer guidance, support, and an opportunity to improve without formal action. Notes may be taken, but this is not a formal warning.

Formal Disciplinary Procedure

Investigation

If the matter is more serious, or informal action has not led to improvement, the Council will carry out an investigation. The Clerk will be informed of the concerns and invited to provide a response. Suspension on full pay may be considered if necessary (e.g. to protect evidence or wellbeing).

Disciplinary Hearing

If the investigation indicates further action is needed, the Clerk will be invited to a disciplinary hearing. This will be conducted by two councillors not involved in the investigation. The Clerk will receive:

- A written summary of the concerns
- Copies of any evidence
- Notice of the hearing date and their right to be accompanied

At the hearing, the evidence will be presented, and the employee can respond.

Possible Outcomes

- No Action
- Verbal Warning – kept on record for 6 months
- Written Warning – kept on record for 12 months
- Final Written Warning – for serious misconduct or repetition
- Dismissal – for gross misconduct or repeated failure to improve

Gross Misconduct Examples

- Theft, fraud, or dishonesty
- Physical violence or threats
- Harassment or bullying
- Serious breach of confidentiality
- Being under the influence of alcohol or drugs at work
- Willful damage to council property

Appeals

The Clerk may appeal a disciplinary decision by writing to the Chairman of the Council within 5 working days. The appeal will be heard by councillors not involved in the original hearing. If the same person has been involved at an earlier stage of the process he/she must resign from the procedure. The decision of the appeal panel is final.

Confidentiality

All confidential information about employees, councillors, or members of the public that is discussed by Lathom South Parish Council in the course of its business will be treated with strict confidentiality. Information will only be shared where it is necessary for the proper conduct of Council business or where required by law. Councillors and employees must not disclose confidential information to any third party without proper authority. Breaches of confidentiality may be considered a disciplinary matter.

***Lathom South Parish Council
Disciplinary Record Form***

Employee Name:	Job Title:	Date of Hearing:
Panel Members Present:		

Nature of Allegation:
Summary of Employee's Response:

Outcome of Hearing:

Details of Decision (including reasons):
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Support/Training Agreed (if any):

Right to Appeal explained?	
Appeal Lodged?	
Warning valid until (if applicable)	

Signature of Employee	Signature of Panel Chairman