

## **GRIEVANCE AND DISCIPLINE PROCEDURE FOR DISPUTE RESOLUTION**

### **Conciliation and Mediation**

Before resorting to formal procedures from the employee or from the Council, it is the policy of this Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation, seeking conciliation. Where necessary, the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

### **Redress of Grievance**

The Clerk must apply in writing to the Chairman of the Council for redress of any grievance relating to his/her employment and/or disciplinary decision applied to him/her. The Chairman shall report this application to a Grievance Panel meeting of the Council, held in the absence of the public and the Press. The Clerk will have an opportunity to set out his/her grievance, which will then be considered and a decision reached by the Panel. This Panel will consist of 3 Councillors, 2 of whom will be the Chairman and Vice Chairman. The third member of the Panel will be chosen at the time.

Should the Clerk be dissatisfied with the Panel's decision, he/she will have the right to make an appeal to the Appeals Panel of the Council. This Panel will consist of 3 Councillors who were not involved in the Grievance Panel and who will be chosen at the time.

Under the provisions of the 1999 Employment Relations Act s.10, the Clerk will have a right to have a representative of his/her choice present at any Grievance or Disciplinary hearing.

### **Disciplinary Rules**

Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, signed by the Chairman and authorised by the Council, shall be given to the Clerk. He/she (together with an adviser if he/she wishes) will have a full opportunity to answer the complaint at a meeting of the Council's Disciplinary Panel, held in the absence of the public and the Press. This Panel will consist of 3 Councillors, 2 of whom will be the Chairman and Vice Chairman. The third member of the Panel will be chosen at the time.

Should the Clerk be dissatisfied with the Panel's decision, he/she has the right to make an appeal to the Appeals Panel of the Council. This Panel will consist of 3 Councillors who were not involved in the Grievance Panel and who will be chosen at the time.

A copy of the Grievance and Discipline Procedure will be given to the Clerk upon appointment.