



Disciplinary Procedure

1. The employee will be fully informed, in writing, of what it is that is considered to warrant a disciplinary hearing.
2. The employees will be given sufficient time (5-7 days) to prepare their defence.
3. The employee has the right to have a person- of- choice present who may challenge any matters that will be used by the Council to make its decision.
4. The employee will appear before a disciplinary panel whose members will be distinct from the members of the Grievance and Appeals panels.
5. Should the employees disagree with the findings and sanctions of the Disciplinary Panel they have the right to invoke the Grievance Procedure.
6. The Disciplinary Panel shall give its decision within 5 working days.
7. All paper work will be kept in a safe place under the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Adopted by Council 13 June 2006