

Hothfield Parish Council

Disciplinary and Grievance Committee

The Disciplinary and Grievance Committee is constituted to consider any Grievance referred to Hothfield Parish Council by an employee or Disciplinary Action against an employee

Membership shall consist of 3 councillors to be appointed at the Annual Parish Council Meeting

The Standing Orders approved by Hothfield Parish Council for Parish Council meetings will apply to meetings of the Committee. Three (3) members will constitute a quorum. The Disciplinary and Grievance Committee will act in accordance with Hothfield Parish Council's Disciplinary and Grievance Procedures.

The Committee will hold hearings "in camera" under the Council's Disciplinary and Grievance Procedures and recommend action to the full Parish Council.

Meetings will be held as required and in accordance with the time scales set down in the Parish Council's Disciplinary and Grievance Procedures.

The Committee will inform the employee of their decision within 3 working days

Reports and minutes of Disciplinary and Grievance Committee meetings shall be reported to the full Parish Council.

Adopted: 2 May 2018