



WOODCHURCH PARISH COUNCIL

DISCIPLINARY AND GRIEVANCE COMMITTEE

Adopted by Woodchurch Parish Council on:	23 rd May 2018
Review frequency:	Annual
Next review date:	23 rd May 2029
Councillor(s) responsible	

Disciplinary and Grievance Committee

The Disciplinary and Grievance Committee is constituted to consider any Grievance referred to Woodchurch 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 Woodchurch 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 Woodchurch Parish Councils Employment and Grievance Procedures.

The Committee will hold hearings "in camera" under the Council's Disciplinary and Grievance Procedures Will communicate to the employee and inform the Parish Council Of their decision.

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

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