



## Item 23

Council - 8 December 2022

### Disciplinary Policy

#### 1. Introduction

- 1.1 Llangyfelach Community Council offers a high standard of service to the local community. To enable it to operate effectively and efficiently all employees are expected to perform to a high standard, both in the performance of their duties and in their general conduct. During their employment all appropriate support and advice will be provided to help all employees achieve both their own and the Council's expectations.

#### 2. Disciplinary Policy

- 2.1 A draft Disciplinary Policy is attached at **Appendix A**.
- 2.2 Council is asked to consider the Policy and adopt it.
3. **Recommended** that the Disciplinary Policy be adopted.

**Background Papers:** None

**Appendices:**

<b>Appendix A</b>	Disciplinary Policy
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**Huw Evans**  
Clerk to Llangyfelach Community Council

## **Disciplinary Policy**

Llangyfelach Community Council offers a high standard of service to the local community. To enable it to operate effectively and efficiently all employees are expected to perform to a high standard, both in the performance of their duties and in their general conduct. During their employment all appropriate support and advice will be provided to help all employees achieve both their own and the Council's expectations.

No disciplinary sanction will be taken against an employee until the case has been thoroughly investigated. When an investigation into an allegation of misconduct is commenced there should be no assumption by any party that a disciplinary sanction will necessarily follow.

No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty may be dismissal, with, or without, payment in lieu of notice.

Llangyfelach Community Council recognises the statutory Code of Practice issued by ACAS and will follow the guidelines provided.

<b>Adopted by the Council:</b>	8 December 2022
<b>Review Date:</b>	October 2023