



HEADCORN PARISH COUNCIL



Capability/Disciplinary Appeal Procedures

A staff member has the right to lodge an appeal in respect of any capability/disciplinary action taken against them.

If they wish to exercise this right, they should apply either verbally or in writing to the person indicated in their Statement of Main Terms of Employment.

An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate, or unfair in the circumstances.

The appeal procedure will normally be conducted by a member of the Council not previously connected with the process so that an independent decision into the severity and appropriateness of the action can be made.

If staff appeal on the grounds that they have not committed the offence then the appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.

The staff member may be accompanied at any stage of the appeal hearing by a fellow employee of their choice. The result of the hearing will be made known in writing, normally within five working days after the hearing.

Headcorn Parish Council reserve the right to allow third parties to chair any formal hearing.

Caroline Carmichael
11th November 2020
HPC Cap & Disc Appeal 2020/1