ANDOVER TOWN COUNCIL

Disciplinary Policy 2026 – update sheet

How This Links to the Grievance Policy

Together, the two policies create a complete HR framework aligned with ACAS:

- Grievance Policy → Employee raises a complaint
- Disciplinary Policy → Council addresses misconduct/performance

Both:

- **Follow the same principles of fairness**
- **Allow representation and appeal**
- **Be properly documented**

Key Enhancements vs Older Policies

- Fully aligned with ACAS procedural stages (investigation → hearing → outcome → appeal)
- Reflects modern tribunal expectations and documentation standards
- Incorporates local council governance (SLCC best practice)
- Clarifies roles of councillors vs officers
- Integrates cleanly with grievance handling
