

St Mark's Broomhill & Broomhall (PCC)

Grievance and Disciplinary Procedures

1. Grievance Procedure

The aim of this procedure is to provide an employee of St Mark's PCC, who considers they have a grievance, with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist to have it resolved, if possible, at the earliest practicable opportunity. Most grievances can be settled informally and employees should aim to settle their grievances in this way if possible.

- 1.1 If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your Line Manager. You may be able to agree a solution informally. (Your Line Manager is stated in your contract of employment.)
- 1.2 If you have a matter relating to your employment which is serious or which you wish to raise formally, you should put this in writing to your Line Manager stating the facts as clearly as you can. (If the grievance is against your Line Manager you should put your grievance in writing to the Senior Churchwarden.) A grievance cannot be initiated once you have left the employment of St Mark's Church.
- 1.3 You will be invited to attend a meeting with your Line Manager and a member, or members, of the PCC, in order to discuss the grievance. This will be chaired by your Line Manager. (If the grievance is against your Line Manager the Churchwarden will chair the meeting.) You must take all reasonable steps to attend the meeting. You may be accompanied by a friend, work colleague or trade union representative of your choice.
- 1.4 After the meeting your Line Manager or Churchwarden will respond in writing to the grievance, normally within 5 working days of the hearing. If it is not possible to respond within that time you will be given an explanation for the delay and told when you can expect a response.
- 1.5 You will be notified of your right to appeal against the decision.
- 1.6 If you wish to appeal you must do so in writing to the PCC (via a Churchwarden) within 5 working days of notification of the decision.
- 1.7 The PCC will invite you to attend a further meeting. The PCC will consider whether to invite a representative from the Diocese of Sheffield to be present at this meeting. You must take all reasonable steps to attend the meeting. You may be accompanied by a friend, work colleague or trade union representative of your choice.

- 1.8 After the appeal meeting the PCC will inform you via the Churchwarden of its decision. This decision is final.

2. Disciplinary and Dismissal Procedure

The PCC considers certain standards of behaviours and performance to be essential. Whilst preferring good standards and discipline to be voluntary and self-imposed, and recognising that this is normally the case, should the need arise, the PCC will take action against those employees who fall below the acceptable standard of behaviour and conduct. The PCC will always seek to settle matters informally if possible.

Principles

- a) *The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.*
- b) *At every stage employees will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a friend, work colleague or trade union representative.*
- c) *An employee has the right to appeal against any disciplinary penalty.*

- 2.1 The disciplinary rules and procedures applicable to your employment are set out below.
- 2.2 These rules and procedures apply to both your conduct and performance of your duties at work.
- 2.3 Minor problems will be dealt with informally by your Line Manager, and where possible this will be the first step before the disciplinary procedure begins.
- 2.4 In more serious cases, the PCC will conduct an investigation of the facts. This will be carried out by a group consisting of your Line Manager, the Senior Churchwarden and one or two other PCC members, known as the 'PCC Disciplinary Subcommittee.' The PCC may suspend you on full pay during the course of an investigation, but investigatory suspension is not a disciplinary sanction.
- 2.5 If the PCC Disciplinary Subcommittee consider that it is necessary to take formal action the following procedure will apply.
- 2.6 Your Line Manager or Senior Churchwarden will set out in writing your alleged conduct, or other circumstances, which have led the PCC to contemplate dismissing or taking disciplinary action against you.

- 2.7 Your Line Manager or Senior Churchwarden will invite you to attend a disciplinary hearing with themselves and the PCC Disciplinary Subcommittee to discuss the matter.
- 2.8 You will be provided with any copies of the evidence and witness statements before the meeting.
- 2.9 The meeting will take place before action is taken by the PCC, except in the case of suspension. You must take all reasonable steps to attend the meeting. You may be accompanied by a friend, work colleague or trade union representative of your choice at the meeting. You will be given the opportunity to state your case before any decision is made at a disciplinary meeting.
- 2.10 After the meeting, your Line Manager or Senior Churchwarden will inform you of the PCC's decision, stating the stage of any disciplinary action to be taken (depending upon the seriousness of the matter). You will be notified of your right to appeal against the decision if you are not satisfied with it.
- 2.11 If you wish to appeal you must do so in writing to your Line Manager or Senior Churchwarden within 5 working days of notification of the decision.
- 2.12 Your Line Manager or Senior Churchwarden will invite you to attend a further meeting. You must take all reasonable steps to attend the meeting. You may be accompanied by a friend, work colleague or trade union representative of your choice.
- 2.13 The appeal meeting does not need to take place before any dismissal or disciplinary action takes effect.
- 2.14 Where practicable, the appeal committee will be made up of different members of the PCC from those who attended the disciplinary hearing.
- 2.15 After the appeal meeting you will be informed of the PCC's final decision by the churchwarden.
- 2.16 The PCC will endeavour to ensure that each stage of the procedure is carried out without unreasonable delay and that the timing and location of meetings is reasonable.
- 2.17 Formal warnings will be given if it is considered that disciplinary action is necessary. A warning will normally be issued in the following stages:
 - 2.17.1 Stage 1 - Recorded Verbal Warning
 - 2.17.2 Stage 2 - Written Warning
 - 2.17.3 Stage 3 - Final Written Warning

2.18 Where there are ongoing complaints (whether or not of the same nature) or insufficient improvement, warnings will generally progress through the above 3 warning stages. However, if a disciplinary matter occurs which the PCC considers to be sufficiently serious, the PCC may apply the warning stage which it considers is most appropriate in the circumstances.

2.19 In each case the warning will state:

2.19.1 the stage of the warning

2.19.2 the nature of the complaint(s)

2.19.3 the duration of the warning. Warnings will normally be effective for 12 months from the date of the warning if no further disciplinary offence has been committed during those 12 months

2.19.4 if appropriate, the improvement required from you and the time in which the improvement must be made

2.19.5 the likely consequences of further instances of unsatisfactory performance or conduct.

2.20 If you fail to meet the standards required of you following a Stage 3 final written warning or there is gross misconduct and/or gross incompetence, dismissal will normally result. In the event of gross misconduct or gross incompetence you will be dismissed with immediate effect and without notice. You will be provided with written reasons for dismissal which will also inform you of your right of appeal.

2.21 Examples of Gross misconduct are:

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of the PCC's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- unlawful discrimination or harassment
- bringing the Church and Parish into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence
- a serious breach of safeguarding policy.

2.22 In the event that a situation is regarded as a safeguarding issue, it will be dealt with in line with the safeguarding policies of the Church of England in consultation with the Diocese of Sheffield advisor.

Reviewed by PCC September 2023.
Next review September 2024.

Summary of the Grievance Procedure

If the grievance is against the Line Manager

Raise grievance **informally** with Line Manager if appropriate, or **formally** (in writing) with Line Manager if deemed too serious for an informal approach.



Meeting with Line Manager and member, or members, of the PCC to hear grievance.

Notice of right to appeal given.



Line Manager to respond normally within 5 working days of the meeting.



Appeal can be made to the PCC, if the response is deemed unsatisfactory, via the churchwarden. Notice of appeal must be submitted in writing within 5 working days.



A further meeting to hear appeal (with or without a representative from the diocese.)



Final decision, after appeal, given via churchwarden.

Raise grievance **informally** with the Senior Churchwarden, if appropriate, or **formally** (in writing) with the Churchwarden if deemed too serious for an informal approach.



Meeting with the Churchwarden and another member, or members, of the PCC to hear grievance.

Notice of right to appeal given.



Churchwarden to respond normally within 5 working days of the meeting.



Appeal can be made to the PCC, if the response is deemed unsatisfactory, via the churchwarden. Notice of appeal must be submitted in writing within 5 working days.



A further meeting to hear appeal (with or without a representative from the diocese.)



Final decision, after appeal, given via churchwarden.

Summary of the Disciplinary and Dismissal Procedure

Line Manager to address matter informally if appropriate.



PCC Disciplinary Subcommittee convened (Line Manager, Senior Churchwarden and one or two PCC members) to investigate the alleged conduct evoking disciplinary action.



Line Manager to set out in writing the alleged conduct leading to initiation of disciplinary action and give notice of the disciplinary hearing.



Disciplinary hearing with PCC Disciplinary Subcommittee.



Information of PCC's decision and action to be taken given.
Inform of right of appeal.

Notice of an appeal must be given to the Line Manager or Senior Churchwarden, in writing within 5 working days of being informed of the PCC's decision.



Appeal meeting (with support of a friend or union representative.)

N.B. The appeal meeting does not need to take place before dismissal or disciplinary action is taken.



Final decision of appeal given via churchwarden.



Any necessary disciplinary action taken.