

Allotment Holders Grievance and Disciplinary Policy

1. Purpose

This policy outlines the procedures for addressing grievances and disciplinary matters involving allotment holders at Orchard Allotments. It ensures fair, transparent, and consistent handling of disputes and breaches of rules, in alignment with the Orchard Allotment Society's tenancy agreement, complaints policy, and the Parish Council's grievance and disciplinary framework.

2. Scope

This policy applies to all allotment holders and the Parish Council Allotment Committee Councillors. It covers grievances between tenants, between tenants and the council, and disciplinary actions for breaches of allotment rules. It does not apply to complaints about the Parish Council.

Examples of Unacceptable Behaviour -

Examples include, but are not limited to:

- - Spreading malicious rumours or gossip
- - Insulting, ridiculing, or demeaning others
- - Exclusion or victimisation
- - Unwelcome physical or verbal advances
- - Threats or acts of aggression
- - Repeated unwanted contact or surveillance (stalking)
- - Offensive messages via email, text, or social media

3. Informal Resolution

Allotment holders are encouraged to resolve issues informally by discussing concerns directly with the other party or a council member. Informal resolution should be the first step before initiating formal procedures.

4. Formal Grievance Procedure

If informal resolution is unsuccessful, a formal grievance may be submitted in writing to the Parish Council manager. The complaint should detail the issue, parties involved, and any steps taken to resolve it.

The council will aim to acknowledge the grievance within 14 days and aim to investigate and respond within 21 days. If a hearing is required, the complainant will be invited to attend and may bring a representative.

5. Disciplinary Procedure

Breaches of tenancy rules or misconduct may result in disciplinary action. The process includes:

- a) Improvement Letter – outlining the issue and actions required within 21 days.
- b) Formal Warning – issued if no improvement is made, with a further 14-day compliance period.
- c) Notice to Quit – termination of tenancy if no satisfactory improvement is made.

Serious misconduct (e.g. theft, aggression) may result in immediate termination without prior warnings.

6. Appeals

Tenants may appeal a disciplinary decision or grievance outcome in writing within 14 days. An Appeals Panel, comprising three members of the Parish Council not involved in the grievance, will review the case and respond within 21 days. The panel's decision is final.

7. Confidentiality

All grievance and disciplinary matters will be handled confidentially. Records will be maintained securely and shared only with those directly involved in the process.

8. Final Notes

This policy complements the Allotment Tenancy Agreement, Complaints Policy, and Eviction and Appeals Policy. It ensures that all allotment holders are treated fairly and with respect in accordance with community standards.