Cannock Chase Shed
Discipline & Grievance Policy

The following policy is intended to clarify the procedures the Trustees will follow in order to comply with Section 9 (Membership of the CIO) Subsections (3) & (4) of the Constitution of Cannock Chase Shed and the Shed's EDI policy.

Opening statement:
'It is expected that all Shed members will show courtesy and respect to each other and all external individuals or agencies involved with the operation of the Shed.
It is expected that all Shed members will abide by the terms of the Constitution, follow the Code of Conduct and behave in a manner which is in the best interests of the Shed.

The main purpose of this policy is to try to prevent escalation and ensure that any Discipline or Grievance issues are resolved as quickly, quietly and amicably as possible.'

The Shed has a Discipline & Grievance Committee (DGC) consisting of the Chair & 1 other appointed by the Chair as appropriate, and an Appeals Committee (AC) consisting of Vice Chair & Secretary.

1. Should any member wish to raise a disciplinary or grievance concern, which they are unable to resolve personally, they should address their concerns to the Chair of Cannock Chase Shed verbally or in writing.

Phone: 07879 425168
Letter: The Chair, Cannock Chase Shed, Unit 3.07,
Cannock Chase Enterprise Centre, Hednesford, WS12 0QU.
email: anthony.craddock.uk@gmail.com

2. Chair will conduct an initial investigation to ascertain relevant facts and then either take no action, and explain their decision to the referrer, or issue an informal verbal warning to the relevant member(s).

3. Should an informal verbal warning subsequently not resolve the issue then the Chair will convene a DGC meeting which will either take no further action or issue a 1st formal written warning, with explanation.

4. Should a 1st formal warning subsequently not resolve the issue then the DGC will issue a 2nd and final warning, with explanation.

5. Should the final warning not resolve the issue then DGC will inform the relevant member(s) that their membership will be revoked.

6. Should the relevant member(s) wish to appeal that decision they must present their request, with supporting evidence, to the Vice Chair who will convene an Appeals Committee meeting to consider the appeal and decide whether or not to uphold that appeal.

7. In the event of either stage 5. or 6. DGC or AC will convene a full Board of Trustees meeting to confirm a final decision.
The decision of this meeting will be final and no further appeal can be made.

All referrals will be treated in confidence.
The Committee will keep a record of the original referral and all subsequent actions.

Should the original referral involve the Chair of CCS, then that referral should be made to the Vice Chair instead who will become Chair of the DGC and then appoint another Trustee as Chair of the AC.
Should the referral involve any other member of DGC or AC then the Chair of The Shed will make appropriate alternative appointments.

D&G Policy adopted by Trustees 05.09.23
(Last reviewed January 2026)