



## GRIEVANCE PROCEDURE

### GRIEVANCE PROCEDURE

#### 1. Introduction

##### **Basic Information**

- 1.1 It is the Council's policy to ensure that all employees have access to a procedure to help resolve any grievances relating to their employment quickly and fairly.
- 1.2 The procedure applies to all employees regardless of length of service.
- 1.3 Any steps under this procedure should be taken promptly unless there is good reason for delay. The time limits in this procedure may be extended if it is reasonable to do so.
- 1.4 The Council may vary this procedure in line with employment law. It will always inform you in writing of the final outcome of your grievance and any changes in this policy.
- 1.5 Written grievances will be placed on your personnel file along with a record of any decisions taken; any appeal notice; the outcome of any appeal; and any notes or other documents compiled during the grievance process.

#### 2. Raising Grievances Informally

- 2.1 Most grievances can be resolved quickly and informally through discussion. You may speak informally to the Parish Clerk or Chairman of Personnel Committee. If this does not resolve the problem you should follow the standard procedure.

#### 3. Written Grievance

- 3.1 You should put your grievance in writing to Parish Clerk or the Chairman of Personnel.
- 3.2 If you wish to raise a grievance after your employment has been ended, you should submit it in writing under the standard procedure. If you raise a

grievance after employment has ended or if you raise a grievance before employment ends and the procedure has not been completed at the termination of employment, we will follow the standard procedure to conclusion.

- 3.3** The written grievance should indicate that you are invoking this grievance procedure and contain a brief description of the reasons for your complaint, including any relevant facts, dates, and names of individuals involved. In some situations, we may need to ask you to clarify the subject matter of your grievance in advance of the meeting or provide further information.

## **4. Meetings and Investigations**

- 4.1** You will be invited to a grievance meeting, which will normally take place within 10 working days after we have received your written grievance. We may carry out such investigations as we consider appropriate prior to the meeting. This may involve interviewing you and witnesses if appropriate.
- 4.2** You may bring a companion or trade union representative to any of the meetings under this procedure.
- 4.3** You must take all reasonable steps to attend any meetings. If you or your companion cannot attend at the time specified for a meeting, you should inform us immediately and we will make reasonable efforts to agree an alternative time.
- 4.4** The purpose of the initial grievance meeting is to enable you to explain your grievance and to discuss it with us. If you have a companion, they may make representations to us and ask questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the meeting.
- 4.5** After the initial grievance meeting we may carry out such further investigations and/or hold such further grievance meetings as we consider appropriate.
- 4.6** We will usually inform you of our decision and of your right of appeal within 5 working days of the final grievance meeting. We may hold a meeting to give you this information but in all cases it will be confirmed in writing.

## **5. Appeals**

- 5.1** Should you wish to appeal you should do so in writing to the Parish Clerk, or the Chairman of Personnel Committee, stating your full grounds of appeal, within 5 working days of the date on which the decision was sent or given to you.
- 5.2** The Personnel committee will organise an independent panel to hear your appeal.
- 5.3** An appeal hearing will then be held. You will have the right to have your companion or trade union representative with you.
- 5.4** The Appeal hearing decision will be final.

