



Ref: 18e GRIEVANCE POLICY

IF AN EMPLOYEE HAS A GRIEVANCE ABOUT THEIR EMPLOYMENT THEY ARE ENTITLED TO HAVE IT FAIRLY DEALT WITH BY THEIR EMPLOYER

## 1. INTRODUCTION

1. This policy sets out the procedures which aim to facilitate a speedy, fair and consistent approach to an individual employee's employment grievance. It applies to all employees of the Council.
2. The objectives of the procedure are to settle grievances as near as possible to their point of origin; to ensure the Council treats grievances seriously and resolves them as quickly as possible; and to ensure that employees are treated fairly and consistently.
3. Grievances of ex-employees will be considered provided they are raised at the earliest possible time and no later than 3 months after the employment is terminated.
4. Matters are excluded from this procedure if they:
  - are lodged outside the time limits set out by this policy
  - have already been considered under this policy
  - relate to a matter which is the subject of other disciplinary or capability procedures involving the Employee
  - relate to issues beyond the control of the Council (for example, external legislation), or
  - are the subject of a collective grievance or dispute

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## 2. INFORMAL GRIEVANCE PROCEDURE

1. In the interests of maintaining good working relations the Employee is encouraged to first discuss any grievance with the chairman/vice chairman or Clerk with a view to resolving the matter informally if possible. If the Employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.

## 3. FORMAL GRIEVANCE PROCEDURE

1. The Employee will set out his/her grievance in a Statement of Grievance to the Clerk or chairman/vice chairman as appropriate .

### Grievance Meeting

- The Employee will be invited by the Clerk or chairman/vice chairman to attend a grievance meeting made up of 3 councillors/Clerk.
- Grievance meetings will normally be convened with 14 days of the Council receiving the Statement of Grievance. The Employee must take all reasonable steps to attend the meeting but If the meeting is inconvenient for the Employee he/she has the right to postpone the meeting by up to 5 working days
- The Employee has the right to be accompanied to a grievance meeting by a Trade Union representative or by a friend. .
- A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford Councillors time to consider the decision.

### Decision

- After the meeting the Employee will be informed of the decision within 5 working days.
- The decision will be confirmed to the Employee in writing.

### Appeal

- If the Employee wishes to appeal against the Council's decision he or she must inform the Council within 5 working days of receiving the decision.
- the Employee will be invited to attend a grievance appeal meeting with three different members of the Parish Council. The Employee must take all reasonable steps to attend that meeting. The Employee has the right to be accompanied to a grievance appeal meeting by a Trade Union representative or by a friend.
- A grievance appeal meeting will normally be convened within 7 working days of the Council receiving notice that the Employee wishes to appeal. If the meeting time is inconvenient for the Employee he/she may ask to postpone the meeting by up to 5 working days.
- After the grievance appeal meeting the Employee will be informed of the Council's final decision within 5 working days
- The Council's decision will be confirmed to the Employee in writing.
- There is no further right of appeal.

## **4. . GENERAL PROCEDURAL INFORMATION**

1. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal and appeal decision will be placed on the Employee's/ex-employees personnel file, together with any notes or evidence taken or compiled during the course of the procedure.