

**POLICY STATEMENT  
GRIEVANCE PROCEDURE**

**1. OBJECTIVES**

- 1.2. The Parish Council's procedure follows the guidelines of the ACAS Code of Practice.
- 1.3. The procedure applies to all employees of the parish council.
- 1.4. To ensure that employees are treated fairly and consistently throughout the Parish council.
- 1.5. To foster good relationships between the parish council and its employee(s) by discouraging the harbouring of grievances.
- 1.6. To ensure the parish council treats grievances seriously and resolves them as quickly as possible.
- 1.7. Matters excluded from the procedure are:
  - i. Appeals against rates of salary or grading collectively agreed at national or local level, income tax and national insurance matters.
  - ii. Rules of workplace pensions.
  - iii. Appeals against disciplinary actions.
  - iv. A grievance about a matter over which the council has no control.

**2. PROCEDURE**

- 2.1. Grievances raised under the council's formal standard grievance procedure will be investigated, and any meetings to discuss the grievance conducted by the employee's line manager.
- 2.2. If an employee's grievance is about the line manager the matter should be raised with the Chairman of the Council's Staffing Committee.
- 2.3. All investigations and any grievance meeting will be conducted by the said Staffing Committee.
- 2.4. Any grievance appeal meeting will be conducted by three members of the Parish council who do not sit on the Staffing Committee.
- 2.5. 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 grievance procedure.

### **3. INFORMAL GRIEVANCE PROCEDURE**

- 3.1. In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the line manager with a view to resolving the matter informally if appropriate.
- 3.2. If the employee feels that this is not appropriate, to discuss any grievance with the appointed Chairman of the Staffing committee with a view to resolving the matter informally.
- 3.3. If the employee so wishes to pursue a formal grievance the formal standard procedure will be followed, as detailed below.

### **4. FORMAL STANDARD GRIEVANCE PROCEDURE**

- 4.1. The employee must set out the grievance in writing (Statement of Grievance) and provide a copy to the line manager
- 4.2. Once the parish council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance the employee will be invited to attend a grievance meeting to discuss the matter.
  - (i) The employee must take all reasonable steps to attend the meeting.
  - (ii) Grievance meetings will normally be convened within 14 days of the council receiving the Statement of Grievance.
  - (iii) The employee has the right to be accompanied to a grievance meeting by a companion.
  - (iv) The companion should be allowed to address the meeting to put and sum up the employee's case, respond on behalf of the employee to any views expressed at the meeting and to confer with the employee during the meeting. The companion does not however have the right to answer questions on the employee's behalf, address the meeting if the employee does not wish it or prevent the council from explaining their case.
  - (v) If the meeting is inconvenient for either the employee or the companion, the employee has the right to postpone the meeting by up to 5 working days.
- 4.3. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the employee's manager time to consider the decision.
- 4.4. After the meeting the employee will be informed of the council's decision within 5 working days. The meeting may be reconvened for this purpose. The council's decision will be confirmed to the employee in writing.

- 4.5. If the employee wishes to appeal against the council's decision. The employee must inform the council within 5 working days of receiving the decision.
- 4.6. If the employee notifies the council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting before Parish Council's Staffing Committee.
  - (i) The employee must take all reasonable steps to attend that meeting.
  - (ii) The employee has the right to be accompanied to the grievance appeal meeting by a companion.
- 4.7. A grievance appeal meeting will normally be convened with 7 working days of the Parish council receiving notice that the employee wishes to appeal pursuant to 4.5 above. If the meeting time is inconvenient for the employee or companion the employee may ask to postpone the meeting by up to 5 working days.
- 4.8. After the grievance appeal meeting the employee will be informed of the council's final decision within 5 working days. The meeting may be reconvened for this purpose. The council's decision will be confirmed to the employee in writing.

## **5. GRIEVANCE PROCEDURE FOR FORMER EMPLOYEES**

- 5.1. If an ex-employee wishes to raise a grievance it must be set out their grievance and the basis for that grievance in writing and provide a copy to the Chairman of the Parish Council.
- 5.2. Following receipt of a statement of grievance pursuant to 4.1. above, the council will write to the ex-employee inviting to attend a meeting to discuss the grievance or to ask for the ex-employees consent for the council to respond to the grievance in writing.
  - 5.2.1. If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the council writing in pursuant to
    - (i) Steps 3.1 to 3.4. of the formal standard council grievance procedure will be followed.
    - (ii) The meeting will be conducted by the Council's Staffing Committee.
  - 5.2.2. If the ex-employee does agree to the matter being deal with by correspondence, the Council's Staffing Committee will consider the grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the council's decision.