

# **GRIEVANCE POLICY**

Adopted by Lindridge Parish Council on 11<sup>th</sup> September 2019

## **LINDRIDGE PARISH COUNCIL GRIEVANCE PROCEDURE FOR EMPLOYEES**

### **INTRODUCTION**

- 1.1 This procedure applies to all Employees of Lindridge Parish Council. It does not form part of the Employee's terms and conditions of employment and the Parish Council may depart from it depending on the circumstances of the case.
- 1.2 The objectives of the procedure are:-
  - To promote good relationships between the Parish Council and its Employees;
  - To settle grievances as close as possible to the original complaint;
  - To ensure that the Parish Council treats complaints of grievance seriously and resolves them at the earliest opportunity;
  - To ensure Employees are treated fairly and consistently throughout the Parish Council.
- 1.3 Exclusions form the procedure:-
  - Any appeal against disciplinary action;
  - Income tax, National Insurance matters, rates of pay which may be agreed from time to time at National or local level;
  - Rules of pension schemes/providers;
  - Any grievance raised in relation to any matter over which the Parish Council has no control.

### **NOMINATIONS**

2. Lindridge Parish Council will seek to rely upon its Vice Chairperson and another nominated Councillor to deal with employee grievances by following the procedures described below.

### **INFORMAL GRIEVANCE PROCEDURE**

3. In accordance with the Parish Council's desire to maintain good working relations with Employees, the Employee is encouraged to initially discuss any grievance with his/her Vice Chairman or the Nominated Councillor. If the Employee feels that it is not appropriate to raise their grievance informally or wishes to pursue a formal grievance they should follow the procedure detailed below. In the event that the grievance relates to the Chair or Vice Chair then the Employee is encouraged to approach any Councillor who will attempt to resolve the issue in the first instance.

## **FORMAL GRIEVANCE PROCEDURE**

4. The first step is for the Employee to set out their grievance in writing, and in a timely manner to the Vice Chairman/Nominated Councillor. In the event that their grievance relates to the Clerk then the grievance should be addressed to the Vice Chairman in the first instance. In the event that the grievance relates to the Chair or Vice Chair then the Employee should approach any Councillor who will attempt to resolve the issue in the first instance.
  - 4.1.1 The Vice Chairman or Nominated Councillor will acknowledge the Employee's grievance in writing and provide the Employee with a timetable to consider the response to their grievance.
- 4.2 Once the Council has considered the Employee's grievance the Employee will be invited to attend a grievance meeting in order to discuss the matter. In the event that the grievance relates to the Chair or Vice Chairman details of the nominated Councillor who will conduct the grievance meeting will be provided to the Employee.
  - a) The Employee must take all reasonable steps to attend the meeting;
  - b) The Employee has a statutory right to be accompanied to the Grievance meeting by a fellow employee or by a Trade Union Representative or another member of the Parish Council.
  - c) If the proposed meeting date is not convenient for either the Employee or his or her chosen attendee the Employee has the right to request that the meeting be postponed by up to 5 working days.
  - d) The Employee will be given the opportunity to discuss their grievance and how they propose that it should be resolved. The Vice Chairman and/or Nominated Councillors hearing the complaint will listen carefully to the matters that are raised and discuss the matter thoroughly with the Employee.
  - e) If the Employee's complaint requires further investigation the Employee will be advised if this is the case;
  - f) Once full investigation has taken place the Employee will be notified in writing within 5 working days of the meeting. If it is anticipated that the response may take longer the Employee will be kept informed of this and the likely timescale.

## **GRIEVANCE APPEALS PROCEDURE**

- 5 Lindridge Parish Council will usually rely upon its Chairperson to lead the grievance appeals procedure described below. Exceptionally, the Council may need to approach a neighbouring Parish Council to assist in resolving a grievance appeal, for example, where the grievance relates to the Chairperson.

- 5.1 If the Employee is not satisfied with the outcome decision and wishes to appeal, the Employee must give notice of such appeal in writing to the Chairman.
- 5.2 If the Employee notifies the Parish Council in writing that they wish to appeal, the Employee will be invited to attend a Grievance Appeal Meeting. The Employee must take all reasonable steps to attend that meeting. The Employee has the right to be accompanied to the Grievance Appeal Meeting by another Member of the Parish Council or by a Trade Union Representative. The Grievance Appeal meeting will be led by the Chairman and such other Nominated Councillor as appropriate.
- 5.3 A Grievance Appeal meeting will normally be convened within 7 working days of the Council receiving the Notice of Appeal from the Employee. If the meeting time is inconvenient for the Employee or his or her attendee, the Employee may ask to postpone the meeting by up to 7 working days.
- 5.4 After the Grievance Appeal Meeting the Employee will be informed in writing of the Parish Council's final decision within 5 working days. The Employee will have no further right of Appeal.
- 5.5 During all stages of the formal grievance procedure the Employee will be provided with copies of notes as soon as they become available.

## 6. **FORMER EMPLOYEE**

- 6.1 If a former Employee wishes to raise a grievance after they have left the employment of the Parish Council they must give notice in writing to the Parish Council in a timely manner. The Parish Council are not obliged to investigate or respond to the former Employee's complaint but may decide to do so if it is deemed appropriate.

## . **EMPLOYMENT TRIBUNIAL**

7. The Parish Council hopes that effective use of the procedures set out above will avoid the need for the Employee to seek external resolution for complaint by way of an employment tribunal claim.
- 7.2 The Parish Council does however respect that any Employee may wish to exercise that right and, accordingly, Employees are reminded that a failure to follow this procedure beforehand could result in a reduction in any compensation awarded by up to 25%.