

GREAT WALTHAM PARISH COUNCIL

GRIEVANCE PROCEDURE

Review Date	Reviewer	Changes made
May 2015	P Braisby	No changes made.
July 2016	A Micklem	No changes made

1. If you have a grievance arising from your employment, you should first raise it with the Clerk to the Parish Council, to see if it can be resolved informally. In the case of the Clerk any grievance would initially be raised informally with the Chair of the Council.
2. If a grievance cannot be resolved informally, or if you are dissatisfied with any disciplinary decision relating to yourself, you should apply in writing to the Chair of the Parish Council for redress. The Chair shall report any such application to the Parish Council and convene a meeting of the Chair and two Councillors to hear the grievance.
3. The matter shall be discussed and resolved by the meeting after giving you the opportunity, if you so wish, to explain, either personally or by a trade union or other representative present with you, your application orally to the meeting. The Parish Councillors shall, at their discretion, engage an advisor for themselves. The meeting shall consider the application in the absence of the public and press and the procedure shall be in accordance with the current ACAS code of practice relating to discipline at work. A confidential minute will be taken of the hearing, which will not be made available to the public or press.
4. This procedure will be reviewed annually by the Finance and General Purposes Committee.

Reviewed May 2015