

GREAT WALTHAM PARISH COUNCIL

Grievance Procedure for Employees

Version 4

This policy document should be reviewed annually and updated as necessary.

| Version | Review Date | Reviewed By | Summary of Changes |
|----------------|--------------------|--------------------|--|
| 1 | May 2015 | P Braisby | No changes made. |
| 2 | July 2016 | A Micklem | No changes made. |
| 3 | December 2021 | S. Gilbert | Format changes. |
| 4 | April 2022 | S. Gilbert | <ul style="list-style-type: none">• Title amended to 'Grievance Procedure <u>for Employees</u>'.• Cross-references to and amendments necessitated by requirements of Disciplinary and Grievance Policy. |
| | | | |

1. If you have a grievance or complaint 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 or complaint would initially be raised informally with the Chair of the Council's Staffing Committee.
2. If a grievance or complaint cannot be resolved informally, or is serious and/or you wish to raise the matter formally, or if you are dissatisfied with any disciplinary decision relating to yourself, you should apply in writing to the Chair of the Staffing Committee for redress. The Chair shall report any such application to the Staffing Committee and convene a meeting of the Chair and two Committee members to hear the grievance (see the Council's Disciplinary and Grievance Policy for full details of this process).
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 workplace colleague or a trade union representative or a trade union official present with you, your application orally to the meeting. The Council may, at its discretion, engage an advisor for themselves. The meeting will 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. (Again, see the Council's Disciplinary and Grievance Policy for full details of the process).
4. This procedure (and the Disciplinary and Grievance Policy) will be reviewed at least every two years by the Council's Staffing Committee.