

Thorrington Parish Council

GRIEVANCE PROCEDURE

INTRODUCTION

This procedure applies to all employees of the Council.

1. The objectives of the procedure are:-

- To foster good relationships between the Council and its employees by discouraging the harbouring of grievances;
- 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 throughout the Council.

1.2 Matters excluded from this procedure are as follows:-

- Appeals against salary or grading;
- Appeals against disciplinary actions;
- Income tax, national insurance matters, rates of pay collectively agreed at the national or local level;
- Rules of pension schemes; and
- A grievance about a matter over which the Council has no control.

2. INFORMAL GRIEVANCE PROCEDURE

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Chair of the Personnel Committee with a view to resolving the matter informally if appropriate. 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

a) The employee must set out the grievance in writing ("Statement of Grievance") and provide a copy to the Clerk and/or the Chair of the Personnel Committee where appropriate.

b) Once the 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. ii Grievance meetings will normally be convened with 14 days of the Council receiving the Statement of Grievance.

iii. iii The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a SLCC or Trade Union representative.

iv. iv If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.

c) A grievance meeting may be adjourned to allow matters raised during the meeting to be investigated, or to afford [the Clerk] time to consider the decision.

d) 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.

e) If the employee wishes to appeal against the Council's decision, they must inform the Council within 5 working days of receiving the decision.

f) If the employee notifies the Council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting before the Council's Personnel Committee. 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 fellow employee or by a SLCC or Trade Union representative.

g) A grievance appeal meeting will normally be convened within 7 working days of the Council receiving notice that the employee wishes to appeal pursuant to 3.5. above. If the meeting time is inconvenient for the employee or his or her companion, the employee may ask to postpone the meeting by up to 5 working days.

h) 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.

4. MODIFIED COUNCIL GRIEVANCE PROCEDURE FOR FORMER EMPLOYEES

If an ex-employee wishes to raise a grievance, they must set out their grievance and the basis for that grievance in writing and provide a copy to the Clerk and the Chairman of the Council's Personnel Committee.

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