

# **ETTINGTON PARISH COUNCIL**

## **POLICY AND PROCEDURE ON**

### **STAFF GRIEVANCE**

**Adopted on : 12 August 2015**

**Review Date: Every May at Annual Meeting**

# GRIEVANCE PROCEDURE OF ETTINGTON PARISH COUNCIL

## 1. Purpose & Scope

The Parish Council's aim is to encourage the resolution of employees' grievances quickly and fairly. The procedure sets out the action to be taken if an employee has a grievance.

## 2. Principles

The grievance procedure is designed to ensure that you are able to raise any grievance that you have about your employment or any working environment and for the grievance to be addressed fairly and objectively.

## 3. The Procedure

3.1 Any grievance you have will be dealt with in the following stages:

3.1.1 **Stage 1 - Informal:** In the first instance, your grievance may be raised on an informal basis which will normally entail a verbal discussion with the Chairman to the Council. You may, however, submit a grievance in writing on an informal basis if you so wish. If the grievance is against the Chairman then the communication, whether verbal or written should be with the Vice Chairman. The outcome of the informal stage will, unless there are exceptional circumstances, be concluded within 15 working days.

3.2 **Stage 2 Formal:**

3.2.1 If you are not satisfied with the result of your informal grievance, you may submit a formal grievance, which must be in writing, to the Chairman/Vice Chairman to the Council. You must be aware that, once you have submitted a formal grievance, the Parish Council may wish to investigate it even if you decide that you do not want to pursue it, depending on the nature of the grievance;

3.2.2 The formal grievance will be acknowledged within 5 working days;

3.2.3 A Grievance Panel, made up of any four Councillors of the, excluding the member(s) against whom the grievance is made (if any) meeting of the Council, held in the absence of the public and the press and chaired by the Chairman of the Council or, in his absence, the Vice-chairman of the Council, will be convened in order for the grievance to be considered, within 15 working days of receipt of the grievance letter. If you are requested to attend the panel, then you may be accompanied by an independent person chosen by yourself;

3.3 The outcome of the meeting will be notified to you within 5 working days of the meeting in writing.

3.4 **Stage 3 Appeal**

3.4.1 Should you be dissatisfied with the Panel's decision you have the right to make an appeal, within 10 working days to an Appeals Panel of the Council which will also meet in the absence of the public and the press and be chaired by the Chairman of the Council or in his

absence, the Vice-chairman of the Council. The Appeals Panel will be made up of 5 Council Members which will comprise, as far as possible, those members who did not form part of the Grievance Panel; The Appeals Panel will meet within 15 working days of receipt of the appeal.

3.4.2 Where it is not possible to convene a panel which is both free of the Member regarding whom the grievance is raised (if any) and of which the majority have not been on the Grievance Panel then every effort will be made to convene a panel comprising Members of other Councils. If it is necessary to convene such a panel then it will meet within 25 working days of receipt of the appeal.

3.4.3 The outcome of the meeting will be notified to you within 5 working days of the meeting, in writing.

3.4.4 The outcome of the Appeal Panel will be final.

#### **4. Right to be Accompanied at a Grievance Hearing**

4.1 You have the right to be accompanied to a grievance hearing by a single companion who is not a legal representative.

4.2 The role of the companion is to provide support to you and not to answer questions on your behalf. The companion can:

- Ask for a break to be taken;
- Ensure there is no “haranguing” is engaged in by the Panel;
- In exceptional circumstances, where it is apparent that the meeting is/will be overly long seek to have the meeting reconvened (within 5 working days);

4.3 If your companion is not available at the time that the Parish Council has proposed for the grievance hearing, you may propose an alternative time for the hearing provided it is a reasonable time and is no further away than five working days after the date the Parish Council had proposed for the grievance hearing.

**I acknowledge receipt of a copy of the grievance procedure.**

**Signed**.....

**Date:**