



## Burton upon Stather Parish Council

### Grievance Hearing Procedure

#### Hearing process – Grievance Procedure

- 1.1 Conduct of the Meeting. The meeting shall be conducted by the Chair of the Personnel Committee previously elected by members of Personnel Committee. The Chair will:
  - Explain that the hearing is being convened under the Council's procedure
  - Outline the reasons for the hearing (i.e. the concerns that have been made)
  - Introduce all parties concerned
  - Explain the process to be followed
- 1.2 The person raising the grievance will introduce their case referring to any documentary evidence or witness statements as relevant and accepted by the committee
- 1.3 At the completion of the presentation, members of the Committee may ask questions.
- 1.4 The person raising the grievance may then call their witnesses (if appropriate). Those witnesses will be invited by the Chair to give their evidence.
- 1.5 The person raising the grievance may ask questions of the witnesses in order to fully explore the evidence they have given.
- 1.6 Members of the Committee may ask questions.
- 1.7 Witnesses will be asked to withdraw.
- 1.8 The employee's representative may wish to present information to assist the committee.
- 1.9 Members of the Committee may ask questions.
- 1.10 The Chair will ask members of the committee if they have any final questions of the complainant or if there are any points of clarification needed regarding witness evidence.
- 1.11 The Chair will invite the person raising the grievance and or his/her representative to make any final points.
- 1.12 The employee (and the person accompanying them) will be asked to leave the room so that a decision may be reached.

- 1.13 The decision will be made as quickly as possible and notified to the person raising the grievance along with the reasons for the conclusions that have been drawn. The employee will be advised of her/his right to appeal and that the decision will be confirmed in writing. The committee will strive to give a decision immediately following the Hearing but that may not always be possible. In any case, written confirmation will be issued within twenty-four hours