



Burton upon Stather Parish Council

Grievance Procedure

This Grievance procedure applies to all employees, who should familiarise themselves with its provisions. It is the policy of the Parish Council (Council) to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the Council. This procedure aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance and find a resolution to them.

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.

Matters excluded from this procedure are as follows: -

- 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. In the interests of maintaining good working relations, employees are encouraged to first discuss any grievance with the Clerk or, in the case of any grievance relating to the Clerk, with the Chair / Vice Chair of the Council with a view to resolving the matter as informally as may be possible. All staffing matters will only be discussed in closed sessions of the Council and by the minimum number of councillors involved. If the employee wishes to pursue a formal grievance they should follow the procedure detailed below.

3.1 The employee must set out the grievance in writing to the Chairman of the Council. The Council Chair will ask the Vice Chair to ask a member of Personnel

Committee (“The Member”) to investigate the grievance Within seven days of receiving the grievance, The Member will establish the surrounding facts by holding an investigatory meeting with the employee and, if necessary, taking into account the statements of any available witnesses, any other materials relevant to the issue or any matters the employee asks to be considered. On that basis, the member should reach a view of what action should be taken next and take steps to initiate them.

3.2 If the grievance is believed founded in facts provided, The Member should notify the Council Chair or Vice Chair that a Grievance Meeting is to be convened and why, and request they appoint two members of the Personnel Committee who together with The Member investigating will conduct the Grievance Meeting. The Member will request that the employee attends a grievance meeting to discuss the matter. This meeting should normally take place no later than fourteen days after the employee is notified of the decision to proceed. All papers that are to be presented at the meeting must be shared with both parties at least 24 hours prior to the meeting.

3.3 At that meeting, the employee has the right to be accompanied by a trade union representative or a colleague of their choice to make representations on their behalf and must be given the opportunity to state their case. The employee will be informed verbally on the day of the meeting’s findings and have this confirmed in writing by The Member hearing the grievance no later than three days after the decision is made and notified of their right to appeal.

3.5. If the employee wishes to appeal against the Grievance meeting's decision, she/he must inform the Council Chair / Vice Chair within 5 working days of receiving the decision.

3.7. A Grievance Appeal meeting will normally be convened within seven working days of the Council receiving notice that the employee wishes to appeal. An Appeal Meeting will then be conducted by the Council Chair/Vice Chair together with two other members of the Council who have no previous involvement in the proceedings thus far and who need not be members of the Personnel Committee.

The Appeal Meeting will not be a rehearing of the original meeting. Its purpose is to allow the employee to show that the original decision was wrong on its finding of facts. Procedures and timescales for the Appeal Meeting will be as at paragraphs 3 above. The Appeal Meeting may uphold the original finding it or dismiss the original finding. The Appeal Meeting’s decision is final.