



# Hartlebury Parish Council

## Grievance Procedure

### Introduction

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

### Informal Grievance Procedure

In the interests of maintaining good working relations, the employee is encouraged to first discuss any grievance with the Clerk or Chairman as appropriate with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or he/she wishes to pursue a formal grievance they should follow the procedure detailed below.

### Formal Grievance Procedure

The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Clerk or Chairman of the Council as appropriate.

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.

The employee must take all reasonable steps to attend the meeting.

Grievance meetings will normally be convened within 14 days of the Council receiving the Statement of Grievance.

The employee has the right to be accompanied to a grievance meeting by a person of their choice. This could include a fellow employee or a Trade Union representative.

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

A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford time to consider the decision.

After the meeting the employee will be informed of the Council's decision in writing within 5 working days.

If the employee wishes to appeal against the Council's decision he/she must inform the Council within 5 working days of receiving the decision.

If the employee notifies the Council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting. The employee must take all reasonable steps to attend that meeting and has the right to be accompanied by a fellow employee or a Trade Union representative.

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

After the grievance appeal meeting, the employee will be informed in writing of the Council's final decision within 5 working days.

### **General Procedural Information**

Grievances raised under the standard Council grievance procedure will normally be investigated and any meetings to discuss the grievance conducted by three Councillors nominated by the Council.

All grievance appeals will be conducted by 2 Councillors not involved in the original hearing.

Where a grievance is raised by the Clerk to the Council, all investigations and any grievance meeting will be conducted by 3 Councillors nominated by the Council. Any grievance appeal meeting will be conducted by 2 Councillors not involved in the original hearing.

A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal and appeal decision will be placed on the employee's personal file together with any notes or evidence taken or compiled during the course of the procedure.