

West Rainton & Leamside Parish Council

Draft Grievance Procedure

Introduction

The procedure applies to all employees of the Council and aims to:

Foster good relationships between the Council and its employees by discouraging the harbouring of grievances;

Settle any grievances at as early a stage as possible;

Ensure the Council treats grievances seriously and resolves them as quickly as possible; and

Ensure that employees are treated fairly and consistently.

Exclusions

Appeals against salary or grading

Appeals against disciplinary actions

Matters relating to PAYE, national insurance, rates of pay collectively agreed at the national or local level

Rules of pension schemes

A grievance about a matter over which the council has no control.

Process

Step 1 - Informal

In the interests of maintaining good working relationships, the employee is encouraged to first discuss any grievance with the Chairman (or in his / her absence, the Vice Chairman) with a view to resolving the matter informally.

Should the employee consider this is inappropriate or wishes instead to pursue a formal grievance they should follow Step 2.

Step 2 - Formal

The employee must set out their grievance in writing (Statement of Grievance) and submit it to the Chairman (or in his/her absence, the Vice Chairman). The statement should include details of the employee's preferred resolution.

Grievance Procedure

Step 2 cont

Once the Chairman has had a reasonable opportunity to consider the information provided in the Statement of Grievance, the employee will be invited to attend a grievance meeting to discuss the matter. Notice of the meeting date will be provided within 7 working days of the receipt of the grievance by the Chairman (or Vice Chairman) and take place within 14 working days of receipt of the grievance.

Should the grievance relate directly to the Chairman, the Vice Chairman will take the lead role in the grievance meeting (or viceversa).

This will take the form of a panel of three Members comprising Chairman or Vice Chairman (as appropriate) and two other Members. Membership will be determined by full Council and reviewed annually.

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

The employee has the right to be accompanied to the grievance meeting. This can be a Trade Union representative.

Should the meeting date prove inconvenient for either the employee or their representative, the employee has the right to postpone the meeting by up to 7 working days.

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

After the meeting, the employee will be informed of the panel's decision in writing within 7 working days.

Any grievance received and the outcome will be reported to a meeting of full Council under confidential business.

A copy of the Statement of Grievance and a note of the decision arising from Step 2 will be placed on the employee's personnel file, together with any notes or evidence taken or compiled.