STANTONBURY PARISH COUNCIL

# GRIEVANCE PROCEDURE

Version 3

Signed: **G Davison**
Chairman- Stantonbury Parish Council

Main Meeting Adoption Date: **17.04.19**

Version Control

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| V1 | Created by Working Group | 21/01/19 |
| V2 | Reviewed and agreed by HR Committee | 17/04/19 |
| V3 | Adopted and signed off at Main Meeting | 17/04/19 |

## Procedure

### Informal Grievance Procedure

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her line manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her line manager (for example it concerns the line manager), the employee should contact the Chairman of the Human Relations committee or if appropriate, another member of the HR committee.

### Formal Grievance Procedure

If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It must be submitted in writing to the Chairman of the HR committee

The HR committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No Councillor with direct involvement in the matter shall be appointed to the sub-committee

### Investigation

The sub-committee will investigate the matter before a grievance meeting which may include interviewing others (e.g. employees, Councillors or members of the public).

### Notification

The employee will receive in writing within ten days of the date of the formal grievance being submitted an invitation to attend a grievance meeting. The sub-committee's letter (Appendix A) will include:

- The name of the Chairman and other members of the sub-committee
- A summary of the employee's grievance based on his/her written submission
- The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which must take place within twenty-five working days of the Council receiving the formal grievance
- The employee's right to be accompanied by a workplace colleague, a trade union representative or trade union official
- A copy of the Council's grievance policy
- The employee may ask for witnesses to attend the meeting, the employee must provide the Council with a list of names in writing at least five working days in advance of the meeting
- The employee must provide the Council with any supporting evidence at least five working days before the meeting

### The Grievance Meeting

The grievance meeting will be conducted as follows:

- The Chairman will introduce the members of the sub-committee to the employee
- The employee will set out the grievance and present the evidence
- The Chairman will ask the employee what action he/she wants the Council to take

- Members of the sub-committee and the employee may question any witnesses
- The employee or companion will have the opportunity to sum up the case
- The grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee
- The Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter (Appendix B) will notify the employee of any action, if any, that the Council will take and of the employee's right to appeal

The Appeal

If an employee believes that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Chairman of the HR committee. An appeal must be received in writing by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal

The grounds for appeal are:

- Failure by the Council to follow its grievance policy
- The decision was not supported by the evidence
- The action proposed by the sub-committee was inadequate/inappropriate
- New evidence has come to light since the grievance meeting

The appeal will be heard by a panel of three Councillors who have not previously been involved in the case. The appeal panel will appoint a Chairman from one of its members

The employee will be notified, in writing (Appendix C), within ten working days of the receipt of the appeal, of the date, time and place of the appeal meeting. The appeal meeting must take place within twenty-five working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or trade union official

At the appeal meeting the Chairman will:

- Introduce the panel members to the employee
- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the HR sub-committee
- Explain the action that the appeal panel may take

The employee will be asked to explain the grounds of his/her appeal

The Chairman will inform the employee that he/she will receive the decision and the panels reasons, in writing (Appendix D), within five working days of the appeal meeting

The appeal panel may decide to uphold the decision of the HR sub-committee or substitute its own decision.

The decision of the appeal panel is final.

**APPENDIX A**

Ref:
Date:

Private and Confidential

Name of recipient
Address of recipient

Dear name

I acknowledge receipt of your formal grievance raised under Stantonbury Parish Council grievance policy.

Your grievance concerns fill in a brief outline of the grievance.

I have arranged for a grievance sub-committee to hear your grievance on date, time at location, the Chairman of the panel will be name they will be accompanied by name and name.

You are entitled, if you wish to be accompanied by a workplace colleague, trade union representative or trade union official. Please provide the name of your chosen companion in writing at least five working days before the meeting. I will arrange their release from duties, if necessary.

If you wish to call any witnesses please provide the names of any witnesses and your supporting evidence in writing at least five working days before the meeting.

I have included in this letter a copy of Stantonbury Parish Council grievance policy.

Yours sincerely

Name
Chairman of the HR Committee

**APPENDIX B**

Ref:
Date:

Private and Confidential

Name of recipient
Address of recipient

Dear name

You attended a grievance meeting on date, I am writing to inform you of the sub-committee's decision

Having considered the situation in detail, including representations made by you during the meeting. We have reached the conclusion that your grievance is upheld and we shall now take the following action/ dismissed on the following grounds (give reasons).

You have the right to appeal against this decision. Any appeal must be sent in writing to the Chairman of the HR committee at Stantonbury Parish Council by date (five working days from the date of this letter). This appeal should set out, in detail the grounds on which you are appealing this decision.

Yours sincerely

Name
Chairman of the Grievance Sub-Committee

**APPENDIX C**

Ref:
Date:

Private and Confidential

Name of recipient
Address of recipient

Dear name

I acknowledge receipt of your grievance appeal under Stantonbury Parish Council grievance policy.

Your appeal concerns fill in a brief outline of the appeal.

I have arranged for an appeal meeting to hear your appeal on date, time at location, the Chairman of the panel will be name they will be accompanied by name and name.

You are entitled, if you wish to be accompanied by a workplace colleague, trade union representative or trade union official. Please provide the name of your chosen companion in writing at least five working days before the meeting. I will arrange their release from duties, if necessary.

I have included in this letter a copy of Stantonbury Parish Council grievance policy.

The decision of this appeal meeting is final and there is no further right of review.

Yours sincerely

Name
Chairman of the HR Committee

**APPENDIX D**

Ref:
Date:

Private and Confidential

Name of recipient
Address of recipient

Dear name

You appealed against the decision of the Grievance Sub-Committee meeting that took place on date.

The appeal meeting was held on date

Having considered the situation in detail, including representations made by you during the meeting. We have reached the conclusion that your appeal is upheld and we shall now take the following action/ dismissed on the following grounds (give reasons).

You have now excised your right of appeal under Stantonbury Parish Council grievance policy and this decision is final.

Yours sincerely

Name
Chairman of the Appeal Panel