



ASH-CUM-RIDLEY PARISH COUNCIL

Grievance Policy

This procedure applies to all the members of staff and management/councillors 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 the point of origin.
- To ensure the council treats grievances seriously and resolves them as quickly as possible.
- To ensure that employees are treated fairly and consistently throughout the council.

Matters excluded from this procedure are as follows:

- Appeals against salary or gradings
- Appeals against disciplinary actions
- Income tax, national insurance matters, 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.

In most cases, such matters can be resolved informally and staff should always discuss any concern with the Parish Clerk/Manager. However, if a concern still exists the Formal Grievance Procedure should be adopted.

Formal Grievance Procedure

The employee must set out their grievance in writing to the Parish Clerk/Manager stating clearly that this is the first stage of the grievance procedure. If the grievance is regarding the Clerk then this can be sent to the Chairman of the Council. The Clerk/manager, in consultation with the Chairman of the Parish Council or Chairman of the Sports Centre Management Committee if necessary, will agree with the member of staff concerned a suitable course of action in writing within two weeks.

Once the Sports Centre Management Committee/Personnel Committee 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 with 14 days of the Clerk/Chairman receiving the Statement of Grievance.

The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a Trade Union representative.

If the meeting is inconvenient for either the employee or their companion, the employee has the right to postpone the meeting by up to 3 working days.



A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Personnel Committee/Sports Centre Management Committee time to consider the decision.

After the meeting the employee will be informed of the decision within two weeks of the meeting. The meeting may be reconvened for this purpose. The decision will be confirmed in writing.

If the employee wishes to appeal against the decision he or she must inform the Clerk/Chairman within 5 working days of receiving the decision.

If the employee notifies the Clerk/Chairman that he or she wishes to appeal, the employee will be invited to attend a grievance appeal. The Parish council will appoint a Committee excluding those members on the Sports Centre management Committee/Personnel Committee and the decision of the appointed Committee shall be final.

The employee must take all responsible steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee or by 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 their companion, the employee may ask to postpone the meeting by up to 3 working days.

After the grievance appeal meeting the employee will be informed of the councils final decision within 5 working days. The meeting may be reconvened for this purpose. The council's decision will be confirmed to the employee in writing.

The decision of the appeal panel is final.