



GRIEVANCE POLICY

AIM - The aim of the Grievance Policy is to resolve any grievance as swiftly and fairly as possible by ensuring that grievances are treated seriously and that all employees are treated fairly and consistently. The procedure will be operated in accordance with the Employment Act 2000 (Dispute Resolution). Certain matters such as appeals against salary grades, appeals against disciplinary actions and income tax and national insurance matters are excluded from these procedures. A copy of this policy should be made available to all employees.

All employees have the right to be represented by any person they choose, and any representative will be provided with materials, papers, etc necessary for employees to make their case. If advised of the situation, the Council will make every effort to accommodate any person who has special needs. If as a result of a Grievance Hearing the employee is not satisfied, then he/she has the right of appeal to the Appeals Panel of Locking Parish Council.

Informal Grievance Procedure: - Any grievance by an employee should be encouraged in the first place to be resolved if possible, by informal discussion with a colleague and/or The Clerk with the aim of achieving conciliation;

Formal Grievance Procedure: -

- 1 An unresolved grievance should be notified in writing to the Chairman of the Council via the Clerk.
- 2 The Council should then set a convenient date, time and place for a grievance meeting (normally convened within 14 working days). The employee has the right of postponement for up to 5 working days. If an employee's representative is engaged in the proceedings he/she should be granted time off work to attend.
- 3 After the meeting the employee will be informed of the Council's decision within 5 working days.
- 4 The employee has a right of appeal, which should be lodged within 5 working days and the employee will then be invited to attend an Appeal Panel meeting (normally convened within 7 working days) of the Council.
- 5 Following the Appeal Panel meeting the employee will be informed of the Council's final decision within 5 working days.

Future implications: -

- 1 When every aspect has been explored, then appropriate remedial action, if justified, should be taken by the Council – with considerations to any implication and costs;
- 2 A workable solution should be agreed and publicised within a specific timescale and the results should be monitored and recorded for future information/action.

Modified Grievance Procedure: - If a grievance is received from an ex-employee then the Council may request that the matter is dealt with in writing. If this is acceptable the Council must address the matter and respond within 14 working days. If this is not acceptable to the employee, then the standard Council grievance procedure will be followed as above.