



# Kingswear Parish Council

## Grievance Procedure for Employees

### 1. INTRODUCTION

1.1 This procedure applies to all employees of the council.

1.2 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.

1.3 Matters excluded from this procedure are as follows: -

Appeals against disciplinary actions; Income tax, national insurance matters, rates of pay collectively agreed at the national or local level; Rules of pension schemes; and a grievance about a matter over which the council has no control.

### 2. INFORMAL GRIEVANCE PROCEDURE

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

### 3 FORMAL GRIEVANCE PROCEDURE

3.1 The employee must set out his/her grievance in writing to the Clerk. If their grievance concerns the Clerk then the grievance should be addressed to the Chairman of the Staff Committee.

3.2 Once the Council has had a reasonable opportunity to consider its response to the information provided the employee will be invited to attend a grievance meeting to discuss the matter.

(i) The employee must take all reasonable steps to attend the meeting. (ii) Grievance meetings will normally be convened with 14 days of the council receiving the grievance. (iii) The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a Trade Union representative. (iv) If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to [5] working days.

3.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated.

3.4 After the meeting the employee will be informed in writing of the council's decision within [5] working days.

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

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

3.7 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 or her companion, the employee may ask to postpone the meeting by up to 5 working days.

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

This document does not form part of the contract of employment. JULY 2018