



## **WOMBOURNE PARISH COUNCIL**

### Grievance Policy

## **1. Introduction**

This procedure applies to all employees of Wombourne Parish Council.

1.1. 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.

1.2. 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;
- A grievance about a matter over which the council has no control.

## **2. Informal grievance procedure**

2.1 In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk (or in the case of the Clerk with the Chairman of the Staffing Committee) 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 ("Statement of Grievance") and provide a copy to the Clerk or in the case of the Clerk with the Chairman of the Staffing Committee.

3.2. Once the Council 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 hearing to discuss the matter. This hearing will be held between the employee and Members of the Staffing Committee.

- (i) The employee must take all reasonable steps to attend the hearing.
- (ii) Grievance hearings will normally be convened up to 10 working days of the council receiving the Statement of Grievance.
- (iii) The employee has the right to be accompanied to a grievance hearing by a trade union representative or work colleague.

- (iv) If the hearing 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 hearing may be adjourned to allow matters raised during the course of the hearing to be investigated, or to afford the Staffing Committee time to consider the decision.
- 3.4. After the hearing the employee will be informed of the decision by the Staffing Committee within 5 working days. The decision will be confirmed to the employee in writing.
- 3.5. If the employee wishes to appeal against the 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 hearing Committee. 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 trade union representative or work colleague.
- 3.7. A grievance appeal meeting will normally be convened within 10 working days of the council receiving notice that the employee wishes to appeal pursuant to 3.5 above. If the meeting time is inconvenient for the employee or the accompanying person, 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 of the Council's final decision within 5 working days. The Council's decision will be confirmed to the employee in writing.
- 3.9. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal and appeal decision will be placed on the employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.