SANDON PARISH COUNCIL

Grievance Procedure

Adopted on : **9th May 2016**

Reviewed on: **14th July 2025**

To be reviewed on: **10th July 2028**

1. Informal grievance procedure

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk or Chairman of the Parish Council, 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.

2. Formal grievance procedure

2.1 The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Chairman

2.2 Once the Parish 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 meeting with a specially convened sub committee (Personnel) of the Parish Council to discuss the matter.

- The employee must take all reasonable steps to attend the meeting.
- Grievance meetings will normally be convened within 14 days of the Council receiving the Statement of Grievance.
- The employee has the right to be accompanied to a grievance meeting by a representative or colleague.
- If the meeting is inconvenient for either the employee or his or her representative, the employee has the right to postpone the meeting by up to 5 working days.

2.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council time to consider the options.

2.4 After the meeting the employee will be informed of the Council's 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.

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

2.6 If the employee notifies the *Appeal Chairman (*see Disciplinary Procedure, point 9) 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 representative or colleague.

2.7 A grievance appeal meeting will normally be convened within 15 working days of the Chairman receiving notice that the employee wishes to appeal pursuant to 2.5 above. 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.

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

3 Modified Council grievance procedure for former employees

3.1 If an ex-employee wishes to raise a grievance, he or she must set out their grievance and the basis for that grievance in writing and provide a copy to the Chairman

3.2 Following receipt of a statement of grievance pursuant to 3.1 above, the Chairman will either write to the ex-employee inviting him or her to attend a meeting to discuss the grievance, or to ask for the ex-employee's agreement to the Parish Council responding to the grievance in writing.

- If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the council writing to them pursuant to 3.2 above steps 2.1 to 2.4 of the standard council grievance procedure will be followed. The meeting will be conducted by the Parish Council.
- If the ex-employee does agree to the matter being dealt with by correspondence, the Council will consider his or her grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the Council's decision.