

# **FOULDEN PARISH COUNCIL – GRIEVANCE PROCEDURE**

## **1.0 Overview**

- 1.1** The object of the procedure is to provide an employee who considers that he or she has a grievance with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable opportunity. Most grievances can be settled informally with the Chair and employees should aim to settle their grievances in this way if possible.
- 1.2** The grievance procedure is entirely non-contractual and does not form part of an employee's contract of employment.

## **2.0 Operation Of The Procedure**

- 2.1** If a grievance cannot be settled informally with the relevant person, the employee should raise it formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.
- 2.2** At each stage of the procedure outlined below you have the right, if you wish, to be accompanied by a friend in presenting your grievance. For the avoidance of doubt, this right to be accompanied includes a full-time trade union official or a lay trade union official so long as they have been certified in writing by their union as having experience of, or as having received training in, acting as a worker's companion at disciplinary or grievance hearings. This right does not include legal representatives or family members.

## **3.0 Stage 1**

- 3.1** In the event of the employee having a formal grievance relating to his/her employment he/she should, in the first instance, put their grievance in writing and address it to the Chair, making clear that they wish to raise a formal grievance under the terms of this procedure.
- 3.2** Where the grievance is against the Chair, the complaint should be addressed to the Vice-Chair. This grievance procedure will not be invoked unless the employee raises their grievance in accordance with these requirements. The Chair will then invite the employee to a grievance meeting to discuss the grievance.
- 3.3** The employee must make every effort to attend the meeting.
- 3.4** At the meeting, the employee will be permitted to explain their grievance and how they think it should be resolved.
- 3.5** Following the meeting, the Council will endeavor to respond to the grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected.
- 3.6** The employee will be informed in writing of the Council's decision on the grievance and notified of their right to appeal against that decision if they are not satisfied with it.

## **4.0 Stage 2**

- 4.1** In the event that the employee feels his/her grievance has not been satisfactorily resolved, the employee may then appeal to the Council within five working days of the grievance decision.
- 4.2** The employee should also set out the grounds for their appeal.

- 4.3** On receipt of such a request, the Council shall make arrangements to hear the grievance at an appeal meeting and at this meeting the employee may again, if they wish, be accompanied by a trade union official or a fellow employee of their choice.
- 4.4** The employee must take all reasonable steps to attend that meeting.
- 4.5** Following the meeting, the Council will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected.
- 4.6** The employee will be informed in writing of the Council's decision on their grievance appeal.

This is the final stage of the grievance procedure and the Council's decision shall be final.