



GRIEVANCE POLICY

Reviewed March 2021. Review date March 2022.

This Grievance Policy is based on and complies with the 2015 ACAS Code of Practice and aims to maintain good relationships between the Parish Council and its employees by treating grievance issues seriously and resolving them as quickly as possible. It sets out the arrangements for an employee to raise their concerns, problems or complaints about their employment with the Parish Council. This Policy will be applied fairly, consistently and in accordance with the Data Protection Act 1998 and the Equality Act 2010.

Grievance Procedure Stages:

As soon as a problem arises the employee should raise it informally with a member of the Personnel Committee and/or the Chairman of the Parish Council. Many problems can be raised and settled during the course of everyday working relationships.

If it is not possible to resolve the grievance informally, the employee may submit a formal grievance in writing to the Chairman of the Personnel Committee for formal investigation by the Personnel Committee. Any Councillor with direct involvement in the matter shall not be involved.

First Stage - Grievance hearing

The employee will be invited to attend a formal grievance meeting, normally within five working days, to present the evidence of their grievance. The employee will be asked what action they wish the Parish Council to take.

Employees have the right to be accompanied by a person of their choice who can address the hearing and respond on behalf of the employee on any views expressed at the meeting and confer with the worker during the hearing. The nominated person does not however have the right to answer questions on behalf of the employee.

Second Stage – Investigation

Once the meeting has taken place, the Personnel Committee will investigate the matters fully and fairly based on the written grievance submission.

The Personnel Committee will provide the employee with the decision within ten working days. The Personnel Committee will advise the employee on what action, if any, the Parish Council will take and about their right to appeal against the decision.

Third Stage – Appeal

If the employee is unhappy with the decision they must submit a written Appeal, to the Personnel Committee within five working days.

An Appeal meeting will be held, normally within five working days, and the Appeal will be heard by the Personnel Committee and the Parish Council Chairman if they are not a member of the Personnel Committee

Fourth Stage – Appeal Decision

After the Appeal meeting the employee will be given a decision, normally within two working days.. The Appeal decision is final.

Clerk of the Council:

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