

# SUTTON VALENCE PARISH COUNCIL

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*From the Clerk:*

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## **Staff Grievance Policy**

### **1. INTRODUCTION**

1.1. This procedure applies to all employees of the Council. It is designed to:

- Foster good relationships between the Council and its employees by discouraging the harbouring of grievances
- Settle grievances as near as possible to their point of origin
- Ensure that the Parish Council is cognisant of the Equality Act 2010 which replaced and brought together previous legislation such as the Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995 and Equal Pay Act 1970
- Ensure the Council treats grievances seriously and resolves them as quickly as possible
- Ensure that employees are treated fairly and consistently

1.2. Matters excluded from this policy are:

- Appeals against salary, gradings or pension scheme rules which are set at a national level.
- Appeals against disciplinary actions which are the subject of a separate policy
- Grievances about matters over which the Parish Council has no control

### **2. INFORMAL GRIEVANCE PROCEDURE**

2.1 In the interests of maintaining good working relations, employees / ex-employees are encouraged to discuss any grievance with the Chair / Chairman with a view to resolving the matter informally first if appropriate. If the employee / ex-employee feels that this is not appropriate, or they wish to pursue a formal grievance they should follow the formal grievance procedure shown below.

### **3. FORMAL GRIEVANCE PROCEDURE**

- 3.1. The employee / ex-employee must set out his/her grievance in writing to the Chair / Chairman.
- 3.2 The Chair / Chairman will appoint a panel of three members to investigate the grievance.
- 3.3 Once the panel has had a reasonable opportunity to consider its response to the information provided, the employee / ex-employee will be invited to attend a grievance meeting to discuss the matter

- 3.4 Grievance meetings will normally be convened within ten working days of the Parish Council receiving written notification of the grievance.
- 3.5 The employee / ex-employee must take all reasonable steps to attend the grievance meeting and has the right to be accompanied by a representative.
- 3.6 If the grievance meeting is inconvenient for either the employee / ex-employee or his / her representative, they have the right to reschedule the meeting by up to five working days to a mutually agreeable time and date.
- 3.7 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be further investigated or to afford the panel time to consider their decision.
- 3.8 The findings of the panel will be reported to the Chair / Chairman then discussed at the next scheduled Parish Council meeting.
- 3.9 After the findings have been ratified or amended at the Parish Council meeting, the employee/ ex-employee will be informed of the decision in writing within five working days.
- 3.10 If the employee / ex-employee wishes to appeal against the result, he / she must inform the Parish Council in writing within five working days of receiving written notification of the decision.
- 3.11 If the employee / ex-employee notifies the Parish Council that they wish to appeal, they will be invited to attend a grievance appeal meeting before the full Council at the next scheduled Parish Council meeting. Members of the public will be excluded from this part of the meeting under Council Standing Order 3(d) due to the confidential nature of the discussions. The employee / ex-employee must take all reasonable steps to attend that meeting and has the right to be accompanied by a representative.
- 3.12 If the grievance appeal meeting is inconvenient for either the employee / ex-employee or his/ her representative, they have the right to reschedule the meeting by up to five working days to a mutually agreeable time and date when an extraordinary Parish Council meeting will be convened.
- 3.13 After the grievance appeal meeting the employee / ex-employee will be informed of the Parish Council's final decision in writing within five working days.

Policy Adopted: 13<sup>th</sup> January 2022

To be Reviewed: January 2023