

BRAMERTON PARISH COUNCIL

GRIEVANCE PROCEDURE

INTRODUCTION

1. This procedure applies to all employees of the Council. The objectives of the procedure are to:
 - 1.1. foster good relationships between the Council and its employees by discouraging the harbouring of grievances
 - 1.2. settle grievances as near as possible to their point of origin
 - 1.3. ensure the Council treats grievances seriously and resolves them as quickly as possible
 - 1.4. ensure that employees are treated fairly at all times.
2. Matters excluded from this procedure are as follows:
 - 2.1. appeals against salary or gradings
 - 2.2. appeals against disciplinary actions
 - 2.3. income tax, national insurance matters, rates of pay collectively agreed at the national or local level
 - 2.4. rules relating to pension schemes
 - 2.5. grievances about a matter over which the Council has no control.

RESOLVING A GRIEVANCE INFORMALLY

3. In order to maintain good working relations the employee is encouraged to discuss any grievance with the Chair of the Council first, or the Vice-chair in his absence, with a view to resolving the matter informally when possible. If the employee feels that this is not appropriate and wishes to pursue a formal grievance s/he should follow the procedure at C below.

FORMAL GRIEVANCE PROCEDURE

4. The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Chair.
5. 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 meeting to discuss the matter.
6. The employee must take all reasonable steps to attend the meeting.
7. Grievance meetings will normally be convened within 21 days of the Council receiving a Statement of Grievance.
8. The Council will be represented at the grievance meeting by the Chair and one other Councillor who may not be the Vice-chair. The Chair will chair the meeting.
9. The employee has the right to be accompanied to a grievance meeting and to any subsequent appeal by one friend or representative, who may be a trade union representative.
10. If the meeting is inconvenient for either the employee or his/her companion, the employee has the right to ask for a postponement for up to five working days.
11. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the employee time to consider the decision.

12. After the meeting the employee will be informed of the Council's decision within five working days. [The meeting may be reconvened for this purpose]. The Council's decision will be confirmed to the employee in writing.
13. If the employee wishes to appeal against the Council's decision he or she must inform the Council within 5 working days of receiving the decision.
14. If the employee notifies the Council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting before the Vice-Chair of the Council and a second Councillor but will not be one who sat on the initial grievance meeting.
15. The employee must take all reasonable steps to attend the grievance appeal meeting.
16. A grievance appeal meeting will normally be convened within ten working days of the Council receiving notice that the employee wishes to appeal.
17. 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 five working days.
18. After the grievance appeal meeting the employee will be informed of the Council's final decision within five working days. [The meeting may be reconvened for this purpose]. The Council's decision will be confirmed to the employee in writing.

GRIEVANCE PROCEDURE FOR FORMER EMPLOYEES

19. 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 of the Council.
20. Following receipt of a Statement of Grievance the Council 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 Council responding to the grievance in writing.
21. If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the Council writing to him/her then the standard Council grievance procedure will be followed as set out in Section C above.
22. If the ex-employee agrees to the matter being dealt with by correspondence, the Chair and one other Councillor will consider his/her grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the Council's decision.

GENERAL PROCEDURAL INFORMATION

23. If an employee's grievance is about the Chair the Vice-chair will chair the grievance meeting. Any subsequent grievance appeal meeting will be conducted by two Councillors neither of whom shall have been involved in the initial grievance meeting.
24. 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/ex-employees personnel file, together with any notes or evidence taken or compiled during the course of the procedure. Such documents will be destroyed six months after the employee leaves the Council's employment.