



HORNINGLOW AND ETON PARISH COUNCIL – GRIEVANCE PROCEDURE

It is Horninglow and Eton parish council's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and fairly as possible.

Each step must be followed through without unreasonable delay. Both employee and employer must take reasonable steps to attend each meeting under the procedure and will have the opportunity to state their case.

Meetings will be at a reasonable time and location. All relevant information will be provided to both employer and employee in advance of any meeting under the procedure.

The employee has the right to be accompanied by a colleague/trade union

Confidentiality will be maintained. Only those who need to know about the grievance will be informed.

After the grievance and regardless of the outcome both parties will endeavour to work together in a positive manner.

Informal discussions

If an employee has a grievance about their employment they should discuss it informally with the personnel committee. We hope that the majority of concerns will be resolved this way.

Stage 1 – statement of grievance

If the employee feels that the matter has not been resolved through informal discussions, they should put their grievance in writing to the personnel committee.

Stage 2 – the grievance meeting

Within 5 working days the committee will respond, in writing, to the statement, inviting the employee to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days notice of this meeting.

Employees must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer, can't attend, the meeting must be rearranged.

Should an employee's companion /trade union be unable to attend then the employee must make contact within five days of the letter to arrange an alternative date.

After the meeting the committee hearing the grievance must write to the employee informing them of any decision or action and offering them the right of appeal. This letter should be sent within five working days of the grievance meeting and should include the details on how to appeal.

Stage 3 – appeal

If the matter is not resolved to the employee's satisfaction they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter.



HORNINGLOW AND ETON PARISH COUNCIL – GRIEVANCE PROCEDURE

Within five working days of receiving an appeal letter, the employee should receive a written invitation to attend an appeal meeting. The appeal meeting should be taken by three parish councillors not involved in the original meeting.

After the appeal meeting, the employee must be informed in writing of their decision. Their decision is final.

CONFIDENTIAL INVESTIGATION REPORT - GRIEVANCE
Date investigation started:
Date finished:
Name of investigator:
Name of employee raising the grievance:
Details of the grievance raised:
Details of the investigation conducted (people interviewed, documents reviewed)
Key findings of fact:
Signature of investigator:
Date
Recommended action:



HORNINGLOW AND ETON PARISH COUNCIL – GRIEVANCE PROCEDURE

Outcome of recommended action:

Date: