

HOTHFIELD PARISH COUNCIL

GRIEVANCE PROCEDURE

1. PURPOSE OF THE PROCEDURE/INTRODUCTION

Hothfield Parish Council's aim is to ensure that employees with a grievance relating to their employment can follow a procedure to enable them to resolve grievances as quickly and as fairly as possible

2. INFORMAL DISCUSSIONS

If an employee has a grievance about their employment they should discuss it informally with the Clerk or the Chairman of the Parish Council. If the grievance involves the Clerk, then the employee should discuss it informally with the Chairman. In the event that the employee feels unable to discuss the matter with the Clerk and the Chairman, then they should ask to meet with 3 other councillors to discuss the matter. It is hoped that the matter will be resolved in this way.

3. STAGE 1 – STATEMENT OF GRIEVANCE

If an employee feels that the matter has not been resolved through informal discussions, they should put their grievance in writing to the Chairman of the Parish Council, or if the grievance concerns the Chairman to the Parish Council as a corporate body.

4. STAGE 2 – THE GRIEVANCE MEETING

Within 7 working days the Chairman or the Parish Council as a corporate body 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 will be provided to the employee and they will be informed of their right to be accompanied.

The employee must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer cannot attend, the meeting must be rearranged.

Should an employee's companion be unable to attend the employee must make contact within 3 days of the date of the letter to arrange an alternative date that falls within 7 days of the original date provided. These time limits may be extended by mutual agreement.

After the meeting the Chairman or members of the Parish Council 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 3 working days of the grievance meeting and should include details on how to appeal.

5. STEP 3 – APPEAL

If the matter is not resolved to the employee's satisfaction they must set out their grounds of appeal in writing within 7 working days of receipt of the decision letter.

Within 7 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 3 parish councillors not involved in the original meeting.

After the appeal meeting the councillors must inform the employee in writing of their decision within 3 working days of the meeting. Their decision is final.

Adopted: 4 April 2018