

CODDINGTON PARISH COUNCIL

GRIEVANCE POLICY

1. In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk [or in the case of any grievance relating to the Clerk with the Chairman of the Parish Council] with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.
2. The employee must set out his/her grievance in writing and provide a copy to the Chairman of the Council. 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.
3. A panel of three Councillors will be appointed to hear the grievance. Councillors with prejudicial interests will not participate in any decision making. Another three Councillors will be appointed to hear an appeal if required and will not take part in the decision making.
4. Employees have a right to be accompanied by a colleague, friend or trade union representative.
5. The hearing may be adjourned for further investigation.
6. The Panel's recommendations will be reported to the Council and the employee informed in writing of its decision. If the grievance is upheld, the Council will confirm what action will be taken to resolve the employee's concerns.
7. If the employee is not satisfied with the outcome, or considers that a proper or fair process was not followed, an appeal should be submitted in writing to the Council within 5 days.
8. The appeal will be heard by a panel of three members who were not involved in the original meeting, or by an independent external panel. The decision will be confirmed in writing to the employee as soon as possible, and will be final.
9. Where a grievance arises as part of a disciplinary process, it may be appropriate to deal with the grievance first. If the two issues are related, they can be handled concurrently.
10. If employees are dissatisfied with the outcome of internal procedures, they may seek legal redress in the courts or employment tribunals. In these circumstances the Council will seek professional legal advice.