

FIVEHEAD PARISH COUNCIL

GRIEVANCE POLICY

Adopted	5 February 2018 Minute 2773
Amended	
Review date (annual)	Annual meeting of the Parish Council (May)

Policy Statement

The Council recognises that the Parish Clerk/RFO (ie the only employee) may, from time to time, feel aggrieved about an aspect of their employment and accepts that they have the right to raise this grievance and to expect that the Council will consider it and respond. The purpose of the accompanying procedure is to provide a framework for dealing promptly and fairly with such grievances. The aim is to resolve grievances as near as possible to their point of origin.

Matters appropriately dealt with under the Council's grievance procedure include all questions relating to the individual rights of Clerk/RFOs in respect of their employment other than grievances:

- lodged outside of the time limits set out in the accompanying procedure unless with the agreement of the Chair;
- which have already been considered in accordance with the procedure;
- arising from a disciplinary or capability process in which the Clerk/RFO is already involved and where there is an appeals procedure in place;
- in respect of issues over which the Council has no control e.g. external legislation.

The timescales shown in the accompanying procedure may be altered by mutual agreement. The nature and number of grievances raised in accordance with the accompanying procedure will be monitored annually by the Parish Clerk.

Procedural Guidelines

1. Where Clerk/RFO is aggrieved about any matter relating to their employment they should raise the matter informally with the Chair as soon as possible and other than in exceptional circumstances within **20 working days** of the incident or event. However it will be permitted to raise as part of a grievance a series of directly related incidents having a cumulative effect.
2. The Chair should consider and seek to resolve the grievance within 10 working days. Whether or not this proves possible, the Chair should in every case inform the Clerk/RFO of their decision and, if appropriate, any action taken.
3. The Clerk/RFO may wish to seek the advice of a trade union representative or colleague prior to raising a grievance at this informal level.
4. If the Clerk/RFO is not satisfied with the result of the informal process they can take the matter up with the Chair, in writing, stating the nature of the grievance. This should be done within **10 working days**.
5. The Chair will arrange a meeting with the Clerk/RFO to discuss the grievance as soon as possible and normally within **10 working days**. If, having listened to the Clerk/RFO's submission the Chair determines that further investigation is required the meeting will be adjourned for a period not to exceed **10 working days** during which time the Chair will conduct any necessary research, including, if appropriate, liaising with other parties.
6. It is not expected that other parties would attend the reconvened hearing. However, if it is determined by the Chair that their contributions would facilitate consideration of the grievance they will be asked to make themselves available, in order that they may respond to any matters raised by the aggrieved individual during the course of the hearing.
7. A formal written response to the grievance should be issued within 5 working days of either the initial or subsequent grievance hearing as appropriate.
8. There is no right of appeal.