

GRIEVANCE PROCEDURE OF KEYWORTH PARISH COUNCIL

1. Purpose & Scope

The Parish Council's aim is to encourage the resolution of employees' grievances quickly and fairly. The procedure sets out the action to be taken if an employee has a grievance.

2. Principles

The grievance procedure is designed to ensure that you are able to raise any grievance that you have about your employment or any working environment.

3. The Procedure

Any grievance you have will be dealt with in the following stages, at the Parish Council's absolute discretion:

In the first instance, your grievance may be raised on an informal basis which will normally entail a verbal discussion with the Clerk to the Council¹. You may, however, submit a grievance in writing on an informal basis if you so wish.

If you are not satisfied with the result of your informal grievance, you may submit a formal grievance, which must be in writing, to the Clerk to the Council. Where the grievance is against, or submitted by, the Clerk to the Council, it should go to the Vice-Chairman of the Council or, if it is by the Clerk against the Vice-Chairman, to the Chairman of the Council. You must be aware that, once you have submitted a formal grievance, the Parish Council may wish to investigate it even if you decide that you do not want to pursue it, depending on the nature of the grievance.

A Grievance Panel meeting of the Council, held in the absence of the public and the press and chaired by the Chairman of the Council or, in his absence, the Vice-chairman of the Council, will be convened in order for the grievance to be considered.

Should you be dissatisfied with the Panel's decision you have the right to make an appeal to an Appeals Panel of the Council which will also meet in the absence of the public and the press and be chaired by the Chairman of the Council or, in his absence, the Vice-chairman of the Council.

The decision of the Appeals Panel will be final, with the Chairman of the Council or, in his absence, the Vice-chairman of the Council having the casting vote if so required.

4. Right to be Accompanied at a Grievance Hearing

You have the right to be accompanied to a grievance hearing by a single companion who is either a work colleague, or a trade union official so long as they have been reasonably

¹ A grievance raised informally against, or by, the Clerk to the Council would normally be by way of a verbal discussion with the Vice-Chairman of the Council.

certified in writing by their union as having experience of training in acting as a companion at grievance hearings. Your companion may be permitted to address the grievance but will not be permitted to answer questions on your behalf.

If your companion is not available at the time that the Parish Council has proposed for the grievance hearing, you may propose an alternative time for the hearing provided it is a reasonable time and is no further away than five working days after the date the Parish Council had proposed for the grievance hearing.