

## **Grievance Procedure**

**This Grievance Procedure  
was adopted by  
Mountfield Parish Council  
at the Meeting on  
11th July 2017**

# MOUNTFIELD PARISH COUNCIL

## 1. INTRODUCTION

1.1 This grievance procedure applies to all employees of Mountfield Parish Council.

1.2 The objectives of the procedure are

- To foster good relationships between the Council and its employees by discouraging the harbouring of grievances.
- To settle grievances as near as possible to their point of origin.
- To ensure the Council treats grievances seriously and resolves them as quickly as possible.
- To ensure that employees are treated fairly and consistently throughout the Council.

1.3 Matters excluded from this procedure are as follows

- Appeals against disciplinary actions.
- Income tax, national insurance matters, rates of pay collectively agreed at the national or local level.
- Rules of pension schemes.
- A grievance over which the Council has no control.

## 2. INFORMAL GRIEVANCE PROCEDURE

In the interests of maintaining good working relations, the employee is encouraged to first discuss any grievance with an Council Member of their choice, with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or they wish to pursue a formal grievance, they should follow the procedure as detailed below.

## 3. FORMAL GRIEVANCE PROCEDURE

3.1 The employee must set out their grievance in writing to the Council.

3.2 Once the Council has had a reasonable opportunity to consider its response to the information provided, the employee will be invited to attend a grievance meeting to discuss the matter.

- The employee must take all reasonable steps to attend the meeting.
- Grievance meetings will normally be convened within fourteen days of the Council receiving the grievance.
- The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a trade union representative.
- If the meeting is inconvenient for either the employee or their companion, the employee has the right to postpone the meeting by up to five working days.

3.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated.

3.4 After the meeting the employee will be informed, in writing, of the Council's decision within five working days.

3.5 If the employee wishes to appeal against the Council's decision, they must inform the Council within five working days of receiving the decision.

3.6 If the employee notifies the Council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee or by a trade union representative.

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- 3.7 A grievance appeal meeting will normally be convened within seven working days of the Council receiving notice that the employee wishes to appeal. If the meeting time is inconvenient for the employee or their companion, the employee may ask to postpone the meeting by up to five working days.
- 3.8 After the grievance appeal meeting, the employee will be informed, in writing, of the Council's final decision within five working days.