

Mungrisdale Parish Council

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Chair: Andrew Rose, Croft House, Mungrisdale, Penrith, Cumbria, CA11 0XR – andrew_rose318@btinternet.com

GRIEVANCE PROCEDURE

1. Informal grievance procedure

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance 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. Formal grievance procedure

2.1 - The employee must set out his/her grievance in writing (“Statement of Grievance”) and provide a copy to the Chairman

2.2 - Once the Parish 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 with a specially convened subcommittee of the Parish council to discuss the matter.

- The employee must take all reasonable steps to attend the meeting.
- Grievance meetings will normally be convened with 14 days of the council receiving the Statement of Grievance.
- The employee has the right to be accompanied to a grievance meeting by a representative.
- If the meeting is inconvenient for either the employee or his or their representative, the employee has the right to postpone the meeting by up to 5 working days.

2.3 - A grievance meeting may be adjourned to allow matters raised during the meeting to be investigated, or to afford the Council time to consider the decision.

2.4 - After the meeting the employee will be informed of the Council’s decision within 5 working days. The meeting may be reconvened for this purpose. The Council’s decision will be confirmed to the employee in writing.