

Grievance Procedure

Ampfield Parish Council (The Council) is committed to promoting fairness at work. This includes the right of staff to air and seek redress for any concerns they may have in regard to their employment. Grievances may involve any concerns, issues or problems they wish to raise with The Council. The Council recognises its duty to properly investigate and speedily attempt to resolve such grievances. The Policy is written in accordance with the ACAS Code of Practice.

The procedure applies to all employees.

Policy Objective: -

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

Matters excluded from this procedure are: –

- i. Appeals against salary or grading;
- ii. Appeals against disciplinary actions;
- iii. Income tax, national insurance matters, rates of pay collectively agreed at the national or local level;
- iv. Rules of pension schemes;
- v. A grievance about a matter over which The Council has no control.

Informal Grievance Stage

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Council's Chairman with a view to resolving the matter informally. If a grievance matter refers to the Chairman then the Clerk shall raise it with another member of Council who shall consult with other councillors. The Council recognises that any concerns are best resolved through informal discussion with the aggrieved member of staff. 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.

Formal Grievance Stage

The employee must set out his/her grievance in writing ("Statement of Grievance") and forward the Statement 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 to discuss the matter.

- i. The employee must take all reasonable steps to attend the meeting.
- ii. Grievance meetings will normally be convened within 14 days of The Council receiving the Statement of Grievance.
- iii. The employee has the right to be accompanied to a grievance meeting by a companion (not acting in a professional capacity) or by a Trade Union representative.

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

meeting to be investigated, or to afford the employee or The Council time to consider the decision.

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.

Appeal

Should the employee remain dissatisfied by the decision of The Council, they have the right to submit within 10 working days an appeal against The Council's decision. The Council will then convene another panel of councillors not originally involved in the original consideration of the grievance. This panel will consider the appeal and if appropriate convene a meeting with the aggrieved member of staff. They will confirm their decision in writing to the employee within 14 days.

There is no further right of appeal beyond the appeals stage of the procedure.