

STETCHWORTH PARISH COUNCIL

DEALING WITH STAFF GRIEVANCES INFORMALLY

Dealing with grievances informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with the Chairman (or another Councillor if the issue is with the Chairman). You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the Chairman (or another Councillor if the issue is with the Chairman). You should stick to the facts and avoid language that is insulting or abusive.

Stetchworth Parish Council ('the Council'), at its discretion, may engage a third-party organisation to give or provide expert advice in implementing this procedure.

Grievance hearing

The Chairman (or other appointed Councillor) will call you to a meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the Chairman (or appointed Councillor) will give you a decision in writing, normally within 24 hours.

Appeal

If you are unhappy with the Council's decision and you wish to appeal, you should let the Chairman (or appointed Councillor) know.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by two other members of the Council. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the panel's decision will, normally, be made within 48 hours. The panel's decision is final.

Adopted by Stetchworth Parish Council

February 2020

Review Due February 2022

