

## Wingerworth Parish Council - Grievance Procedures

### 1. Introduction

These procedures will normally apply where an employee wishes to raise a grievance against the Council.

### 2. General Principles

These procedures are subject to the following general principles:

- that each step in the procedure must be undertaken without unreasonable delay;
- that timing and location of meetings must be reasonable;
- that meetings must be conducted in a manner that enables both Council and employee to explain their case;
- that for appeal meetings the Council will be represented by either the Chair or Vice Chair of the Council except in the case of an appeal against dismissal when the Council will be represented by three Members of the Council.

### 3. Stages in the Procedures

Stage 1: statement of grievance.

The employee must set out the grievance in writing and send that statement, or a copy of it, to the Council.

Stage 2: the meeting.

The Council will invite the employee to attend a meeting to discuss the grievance. The meeting must not take place unless:

- a. the employee has informed the Council what the basis for the grievance was when they made the statement as required by Stage 1; and
- b. the Council has had a reasonable opportunity to consider their response to that information.

The employee must take all reasonable steps to attend the meeting. After the meeting the Council will inform the employee of its decision in response to the grievance and notify the employee of the right to appeal against the decision if they are not satisfied.

Stage 3: the appeal.

If the employee does want to appeal, they must inform the Council.

If the employee informs the Council of their wish to appeal, the Council will invite the employee to attend a further meeting.

After the appeal meeting the Council will inform the employee of its final decision.

#### 4. Modified Procedures when the Employee has left the Council

Stage 1: statement of grievance.

The employee must:

- a. set out in writing – (i) the grievance and (ii) the basis for it; and
- b. send the statement, or a copy of it, to the Council.

Stage 2: the response.

The Council will set out its response in writing and send the statement or a copy of it to the employee.

#### 5. Need for Compliance

Employees who do not comply with this procedure will be unable to present a claim to an employment tribunal in relation to the subject of their grievance.