

GLASSONBY PARISH COUNCIL

GRIEVANCE PROCEDURE

Adopted by Full Council on 2nd November 2016

Introduction

The following procedure shall be applied to settle all disputes or grievances concerning an employee or employees of the Council (but excluding those relating to redundancy selection).

Principles:

1. It is the intention of both parties that employees are encouraged to have direct contact with the Council to resolve their problems.
2. The procedure for resolution of grievances and avoidance of disputes is available if the parties are unable to agree an informal solution to a problem.
3. Should a matter be referred to this procedure for resolution, both parties should accept that it should be progressed as speedily as possible.
4. Pending resolution of the grievance, the same conditions prior to its notification shall continue to apply, except in those circumstances where such a continuation would have damaging effects upon the Council's business.

The Procedure:

1. Where an employee has a grievance, he/she shall raise the matter with the Chairman. If the Chairman is the subject of the grievance and for this reason the employee does not wish the grievance to be heard by him or her, it shall be referred to the Vice Chairman,
2. If the matter has not been resolved informally the employee may apply in writing to the Chairman / Vice Chairman of the Council for redress of any grievance relating to employment or dissatisfaction with a disciplinary decision and the Chairman / Vice Chairman shall report any such application to a duly convened meeting of the Council.
3. The matter shall be discussed and resolved by the Council after giving the employee an opportunity, if they so wish, to explain either personally or by other representation such as a trade union or colleague / volunteer the employee's grievance orally to the meeting.
4. The Council shall consider the grievance in the absence of the public and press and the procedure shall be in accordance with the current ACAS code of practice relating to grievances at work.
5. In the event of a failure to agree, both parties will consider whether conciliation or arbitration is appropriate. The dispute shall then be referred in writing to the Advisory Conciliation and Arbitration Service, whose findings may, by mutual prior agreement, be binding on both parties.