



LISS PARISH COUNCIL GRIEVANCE POLICY FOR EMPLOYEES

1. INTRODUCTION

- 1.1. This policy applies to all employees of Liss Parish Council (“LPC”).
- 1.2. The objectives of this policy are: -
 - 1.2.1. to foster good relationships between LPC and its employees by discouraging the harbouring of grievances;
 - 1.2.2. to settle grievances as near as possible to their point of origin;
 - 1.2.3. to ensure LPC treats grievances seriously and resolves them as quickly as possible; and
 - 1.2.4. to ensure that employees are treated fairly and consistently throughout LPC.
- 1.3. Matters excluded from this policy are as follows: -
 - 1.3.1. appeals against disciplinary actions;
 - 1.3.2. income tax, national insurance matters, rates of pay collectively agreed at the national or local level;
 - 1.3.3. rules of pension schemes; and
 - 1.3.4. a grievance about a matter over which LPC has no control.

2. INFORMAL GRIEVANCE PROCEDURE

- 2.1. In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with their manager with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or wishes to pursue a formal grievance they should follow the procedure detailed below.

3. FORMAL GRIEVANCE PROCEDURE

- 3.1. The employee must set out their grievance in writing to the Clerk. If their grievance concerns the Clerk then the grievance should be addressed to the Chairman of the Staff Committee.
- 3.2. Once LPC has considered its response to the information provided, the employee will be invited to attend a grievance meeting to discuss the matter:-
 - 3.2.1. Grievance meetings will normally be convened within 14 days of LPC receiving the grievance.
 - 3.2.2. The employee must take all reasonable steps to attend the meeting.
 - 3.2.3. The employee has the right to be accompanied to and/or represented at a grievance meeting by a fellow employee or by a Trade Union representative who is permitted to address such meeting to put the employee’s case and confer with the employee but is not permitted to answer questions put to the employee or prevent the employee from explaining their case.
 - 3.2.4. If the meeting is inconvenient for either the employee or their companion, the employee has the right to postpone the meeting by up to 5 working days.
- 3.3. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated.

- 3.4. After the meeting the employee will be informed in writing of LPC's decision within 5 working days and shall be provided with a copy of the minutes of the grievance meeting with the decision letter.
- 3.5. If the employee wishes to appeal against LPC's decision they must inform LPC within 5 working days of receiving the decision.
- 3.6. If the employee notifies LPC that they wish to appeal, the employee will be invited to attend a grievance appeal meeting. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to and/or represented at a grievance appeal meeting by a fellow employee or by a Trade Union representative who is permitted to address such meeting to put the employee's case and confer with the employee but is not permitted to answer questions put to the employee or prevent the employee from explaining their case.
- 3.7. A grievance appeal meeting will normally be convened within 7 working days of LPC receiving notice that the employee wishes to appeal. If the meeting time is inconvenient for the employee or their companion, the employee may ask to postpone the meeting by up to 5 working days.
- 3.8. After the grievance appeal meeting the employee will be informed in writing of LPC's final decision within 5 working days and shall be provided with a copy of the minutes of the grievance appeal meeting with the decision letter.

4. MISCELLANEOUS PROVISIONS

- 4.1. Information about an employee's grievance will be restricted to those involved in the grievance process and members of the LPC Staff Committee. A record of the reason for the grievance, its outcome and action taken is confidential to the employee and the employee's grievance records will be held by LPC in accordance with the Data Protection Act 1988.the relevant data protection legislation.
- 4.2. Recordings of the proceedings at any stage of the grievance procedure are prohibited unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- 4.3. If an employee who is already subject to a disciplinary process raises a grievance, the disciplinary procedure may be temporarily suspended in order to deal with the grievance. If the issue relates to both then the procedures may be dealt with concurrently. If the grievance is unrelated to the subject of the disciplinary procedure then the grievance will be dealt with after the completion of the disciplinary procedure.
- 4.4. LPC may consider mediation at any stage of the grievance procedure where appropriate, for example where there have been communication breakdowns or allegation of bullying or harassment. Mediation is a dispute resolution process which requires LPC's and the employee's consent.
- 4.5. Any changes to specified time limits in this procedure must be agreed by the employee and LPC
- 4.6. This document does not form part of the contract of employment.
- 4.7. LPC will comply with the Procedure for Dealing with Staff Grievances as set out in the Appendix hereto.

5. REVIEWS

- 5.1. This policy will be reviewed three years from the date of adoption by LPC.

Adopted by LPC on 7th October 2019.

To be reviewed in 2022.

APPENDIX
PROCEDURE FOR DEALING WITH STAFF GRIEVANCES

1. Liss Parish Council (“the Council”) will be governed by LPC’s Grievance Policy as provided to employees. The following sets down the procedures and rules to carry out the Grievance Policy on behalf of LPC.
2. Formal Grievances raised under LPC’s grievance procedure should be reported to the Clerk or if the grievance concerns the Clerk to the Chairman of the Staff Committee.
3. The receipt of the Formal Grievance shall be acknowledged immediately in writing.
4. The grievance will normally be investigated by the Clerk who will then arrange a meeting as soon as practicable, (normally within 14 days of receipt of the grievance), to examine the grievance with the employee.
5. The Clerk will refer the grievance to the Chairman of the Staff Committee who will appoint a Councillor to chair the grievance meeting to hear the employee’s grievance. In the event that the Chairman of the Staff Committee regards it as appropriate they may appoint an additional Councillor to be involved in hearing the grievance.
6. The grievance meeting will be chaired by the appointed Councillor and will normally be attended by the Clerk/Assistant Clerk. A formal record of the meeting will be taken.
7. LPC’s decision on the grievance shall be determined after the meeting by the appointed Chairman of the grievance meeting in consultation with the other members of the meeting. The Chairman may require further investigations to be made before a decision is reached.
8. The Clerk will write to the employee with LPC’s decision on the grievance as soon as practicable and within five working days of the meeting. In this letter the Clerk will inform the employee of their right to appeal LPC’s decision and ask the employee to provide written details of the reason for the appeal if an appeal is requested. The letter should enclose a copy of the minutes of the grievance meeting.
9. If the employee lodges an appeal, the Chairman of the Staff Committee shall appoint two councillors who have not previously been involved in the grievance to hear the Appeal. The Chairman of the Staff Committee or Vice Chairman of the Staff Committee will normally be one of the appointed councillors and will Chair the appeal meeting. The appeal meeting shall take place as soon as practicable (normally within seven working days). A formal record of the meeting will be taken.
10. LPC’s decision on the appeal shall be determined by the Chairman of the appeal meeting after consultation with the other appointed Councillor. The Chairman may require further investigations to be made before a decision is reached.
11. The Clerk will write to the employee with LPC’s decision on the appeal as soon as practicable and normally within five working days. The letter should enclose a copy of the minutes of the appeal meeting.
12. The Chairman of the Staff Committee shall report to the next meeting of LPC that a staff grievance has been raised to an appeal and the results of the appeal.
13. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal and appeal decision will be placed on the employee’s personnel file, together with any notes or evidence taken or compiled during the course of the procedure and minutes of the grievance meeting and any appeal meeting.

Special procedures for grievances against the Clerk or a Councillor or grievances raised by the Clerk

14. Where a grievance is raised by the Clerk this should be addressed to either the Chairman of the Council or the Vice Chairman of the Council.
15. If an employee's grievance is about the Clerk or a Councillor then the Chairman of the Staff Committee or Vice Chairman of the Staff Committee shall appoint a Councillor on the Staff Committee or the Clerk to investigate the grievance as appropriate.
16. The Chairman/Vice Chairman of the Staff Committee will normally act as Chairman of the grievance meeting and shall appoint one other Councillor to attend the grievance meeting. If a Councillor has been asked to investigate the grievance they will normally be the second Councillor at the grievance meeting. The Chairman/Vice Chairman shall arrange for an appropriate minute taker for the meeting.
17. The Council's decision on the grievance shall be determined by the Chairman of the meeting after consultation with the other appointed Councillor. The Chairman may require further investigations to be made before a decision is reached.
18. If the employee wishes to appeal the decision the Chairman / Vice Chairman of the Staff Committee shall appoint three Council members who have not previously been involved in the grievance to hear the appeal. The appeal meeting will normally be chaired by the Chairman of the Council or if this is not appropriate then by the Vice Chairman of the Council.