

LUBBESTHORPE PARISH COUNCIL

Grievance Policy

Introduction

Lubbesthorpe Parish Council recognises that there may be occasions or circumstances when an employee has a concern regarding some aspect of their employment or the behaviour of other employees or parish Councillors. It is Lubbesthorpe Parish Council's policy to encourage staff to resolve these issues at an early stage and, as far as possible, informally. If this fails, or the person affected considers the matter serious enough, it should be raised formally using the Grievance Procedure.

Informal stage

- An employee who is aggrieved about any matter covered in this procedure should discuss the matter as soon as possible with the Clerk/Chairman.
- If the Clerk /Chairman is the alleged offender, the matter should be discussed with the Vice Chairman.
- The Clerk/Chairman (or in appropriate cases the Clerk/Vice should investigate the grievance and seek to resolve the issue informally
- The employee should be advised verbally as soon as possible but no later than 5 working days

Stage 1

- An employee dissatisfied with the reply to the informal stage should put their grievance in writing (with the assistance of their Trade Union Representative, or another person of their choice) to the Clerk or Chairman or alternative as detailed above.
- Full details of the occurrence, including the date(s), names of witnesses and the nature of the grievance together with the action the employee would wish to see taken should be provided
- The employee should keep a copy of the submission
- The Clerk or other appropriate person should meet the employee and their representative within 5 working days and respond to the grievance within 10 working days of the meeting

Stage 2

If the employee remains dissatisfied with the response they should in writing and within 5 working days write a letter for the grievance to be considered by the Full Council. The matter will then be considered at the next meeting of the Full Council in closed session. Any Councillor or Officer involved in the matter will not be permitted to be involved. The decision must be communicated to the employee within 10 working days of the meeting.