

# **IWADE PARISH COUNCIL**

## **GRIEVANCE POLICY**

### **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 this over with the Clerk. 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 Clerk. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against the Clerk and you feel unable to approach him/her you should talk to the Chairman of the Council.

### **Grievance hearing**

The Clerk will call you to a meeting, normally within five working 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 Clerk will give you a decision in writing, normally within 2 working days.

### **Appeal**

If you are unhappy with the Clerk's decision and you wish to appeal you should let the Clerk know.

You will be invited to an appeal meeting, normally within 5 working days, and your appeal will be heard by the Staffing Panel.

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 Clerk on behalf of the Staffing Panel will give you a decision normally within 2 working days. The Staffing Panels decision is final.

### **Policy review**

First adopted at the Parish Council meeting held on the 13 July 2016:

Reviewed 14.02.24.