HOLBROOK PARISH COUNCIL
GRIEVANCE POLICY

Informal grievance procedure

1. In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk, as Line Manager for all employees or Chair of the Parish Council, as the Line Manager for the Clerk, with a view to resolving the matter informally if appropriate.

2. If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.

Formal grievance procedure

3. The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Chair. If the grievance is about the Chair then throughout this policy "the Chair" should be substituted with "the Vice Chair"

4. Once the Parish Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance, the employee will be invited to attend a grievance meeting with an agreed sub-committee of the Parish council to discuss the matter:
   - The employee must take all reasonable steps to attend the meeting.
   - Grievance meetings will normally be convened within fourteen days of the Council receiving the Statement of Grievance.
   - The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a Trade Union representative.
   - If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to five working days.

5. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the sub-committee, time to consider the decision.

6. After the meeting, the employee will be informed of the Committee's decision within five working days. The meeting may be reconvened for this purpose. The Committee's decision will be confirmed to the employee in writing.

7. If the employee wishes to appeal against the Committee's decision, he or she must inform the Chair within five working days of receiving the decision.

8. If the employee notifies the Chair 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 a grievance appeal meeting by a fellow employee or by a Trade Union representative.
   - A grievance appeal meeting will normally be convened within seven working days of the Chair receiving notice that the employee wishes to appeal.
   - If the meeting time is inconvenient for the employee or his or her companion, the employee may ask to postpone the meeting by up to five working days.

9. After the grievance appeal meeting the employee will be informed of the final decision within five working days. The meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.