

HESLINGTON 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 it over with the Parish Councillor appointed as your Manager (“your Manager”). 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 your Manager. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against your Manager and you feel unable to approach him or her you should talk to another Councillor.

Grievance hearing

Your Manager will call you to a Meeting, normally within five 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 your Manager will give you a decision in writing, normally within 24 hours.

Appeal

If you are unhappy with your Manager’s decision and you wish to appeal you should let them know the reasons for your appeal, in writing.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by a different Councillor. 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 appeal meeting the Councillor will give you a decision, normally within 24 hours. The Councillor’s decision is final.

This policy was adopted.....