

RETTENDON PARISH COUNCIL



GRIEVANCE and DISCIPLINARY POLICY

It is the Council's policy to ensure that employee(s) with a grievance relating to their employment can resolve employee(s) grievances to a quick and fair resolution.

The Council's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the Council's rules or acceptable standards are breached

GRIEVANCE PROCEDURE

1. INFORMAL DISCUSSION

Employees should communicate any grievance either verbally or in writing to the chairman of the Human Resources (HR) Committee. If the complaint is about the Chairman of the HR Committee the Vice-Chairman of the HR Committee would deal with the clerks concerns.

The grievance will be treated with discretion and confidentiality at all times. We expect that the majority of concerns will be resolved at this stage.

* Any actions will be progressed appropriately and noted in the employee's staff file.

2. ESCALATION

If the employee considers that the matter has not been resolved satisfactorily through informal discussions, the employee may raise the matter formally in writing to the full HR Committee.

3. FORMAL MEETING

Within 5 working days of receipt of an escalation the Chairman or Vice-Chairman of The HR Committee will arrange a meeting with the employee to discuss the grievance. The employee will have the right to be accompanied by a person of their choice at all grievance meetings. The companion is allowed to take part in the meeting, but cannot answer questions that are specifically put to the employee.

4. DECISION

- * A decision will be reached after consideration of all available evidence has been evaluated.
- * The employee must be informed of the decision without any unreasonable delay.
- * The employee must be informed of their right to appeal.
- * The decision will be noted in the employees staff file.

5. APPEALS

If the employee is dissatisfied with the decision of their complaint, they may appeal in writing against the decision.

Any appeal will be considered by members of the full RPC who were not involved in the original hearing. They will decide the case as impartially as possible.

Where appropriate, the opportunity for mediation will be put forward at any stage of a disciplinary.

RPC Grievance Policy Approved by Full Council on 24th April 2018

Signed: Chairman

Minute No. 281-17/18