

# Shirland and Higham Parish Council

## Grievance Procedure

### 1. Introduction

These procedures will normally apply when an employee wishes to raise a grievance against the Council.

### 2. General Principles

These procedures are subject to the following principles:

- each step in the procedure must be undertaken without unreasonable delay;
- the timing and location of meetings must be reasonable;
- the meetings must be conducted in a manner that enables both Council and employee to explain their case;
- at meetings the Council will be represented by either the Chair or Vice Chair except in the case of an appeal against dismissal when the Council will be represented by three Members.

### 3. Stages in the Procedures

#### Stage 1: Statement of grievance

The employee must set out the grievance in writing and send that statement to the council.

#### Stage 2: The Meeting

The Council will invite the employee to attend a meeting to discuss the grievance. The meeting will take place if:

- a. The employee has informed the Council what the basis for the grievance was when they made the statement as required by stage 1 and;
- b. The Council has had a reasonable opportunity to consider their response to that information.

The employee must take all reasonable steps to attend the meeting. After the meeting the Council will inform the employee of its decision in response to the grievance and notify the employee of the right to appeal against the decision if they are not satisfied.

#### Stage 3: The Appeal

If the employee does want to appeal, they must inform the Council.

The council will then invite the employee to attend a further meeting.

After the appeal meeting the Council will inform the employee of its final decision.