

HELSEBY PARISH COUNCIL

EMPLOYEE'S GRIEVANCE / AVOIDANCE OF DISPUTES PROCEDURE

This procedure is a means where employees can raise an issue relating to their employment with Helsby Parish Council which is causing them dissatisfaction. This procedure is available to deal with individual and group issues.

This procedure does not cover:-

- Appeals against Grading
- Appeals against Disciplinary Sanctions – which are covered by the Disciplinary Procedure/ Appeals Procedure

PROCEDURE

If you cannot settle your grievance informally, you should raise it formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

STAGE 1

An employee should, in the first instance, raise the grievance with their Line Manager orally or in writing.

The Line Manager will reply, orally or in writing, as soon as possible and in any case within five working days.

However when an employee's grievance lies with their Line Manager then he/she may go immediately to Stage 2.

STAGE 2

If the employee is not satisfied with the Stage 1 response and wants to proceed further, he/she must inform the Chairman of the Parish Council that they wish to move to Stage 2. The grievance will then be discussed with the employee at a grievance hearing where appropriate members of the Human Resource Committee will be present. Every effort will be made to arrange a date for the meeting that is mutually convenient to both parties. The employee must take all reasonable steps to attend the meeting. The Chairman of the Parish Council will reply in writing to the employee within 10 working days after the grievance hearing.

STAGE 3

Were the employee is still not satisfied, a final appeal will be heard by those members of the Human Resources Committee who were not involved at the Stage 2. The outcome of this final appeal and will be notified, in writing, to the employee by the Chairman of the Parish Council within 10 working days.

REPRESENTATION

An employee will have the right of representation at all stages of this procedure. The representative could be an accredited Trade Union representative or a work colleague.

TIMESCALES

If it is not possible to respond within the above timescales the employee will be informed of the reason for the delay.

ACCESS TO DOCUMENTS RELEVANT TO THE GRIEVANCE

An employee may request to see personal and other documents directly relevant to their case, subject to the provisions of the Data Protection Act.