GISLINGHAM PARISH COUNCIL

GRIEVANCE POLICY

1. Informal grievance procedure

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Staffing Panel, with a view to resolving the matter informally if appropriate. 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.

2. Formal grievance procedure

2.1 The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Chairman.

2.2 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 the, Staffing Panel 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 **14 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 **5 working days**.

2.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Staffing Panel, time to consider the decision.

2.4 After the meeting the employee will be informed of the Staffing Panel's decision within 5 working days. The meeting may be reconvened for this purpose. The Staffing Panel's decision will be confirmed to the employee in writing.

2.5 If the employee wishes to appeal against the Staffing Panel's decision, he or she must inform the Chairman within **5 working days** of receiving the decision. This is in conjunction with the Gislingham Parish Council's Disciplinary Policy and Rules.

2.6 If the employee notifies the Chairman, 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.

2.7 A grievance appeal meeting will normally be convened within **7 working days** of the Chairman receiving notice that the employee wishes to appeal pursuant to 2.5 above. 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 **5 working days.**

2.8 After the grievance appeal meeting the employee will be informed of the final decision within 5 working days. The meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.

Signed: *C Tranter* **Chair**

Approved by Gislingham Parish Council on 21st September 2026

Date of next review September 2027