# Grievance Policy for Employees

This policy applies to all employees of Kingsbury Parish Council ("KPC").

**1. The objectives of this policy are:**

- to foster good relationships between KPC and its employees by discouraging the harboring of grievances;
- to settle grievances as near as possible to their point of origin;
- to ensure KPC treats grievances seriously and resolves them as quickly as possible; and
- To ensure that employees are treated fairly and consistently throughout KPC.

**2. Matters excluded from this policy are as follows:**

- appeals against disciplinary actions;
- income tax, national insurance matters, rates of pay collectively agreed at the national or local level;
- rules of pension schemes; and
- A grievance about a matter over which KPC has no control.

**3. Informal Grievance Procedure**

3.1 In the interests of maintaining good working relations, the employee is initially encouraged to discuss any grievance with the Chair with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or wishes to pursue a formal grievance, he/she should follow the procedure detailed below.

**4. Formal Grievance Procedure**

4.1 The employee must set out grievance in writing to the Chair. If his/her grievance concerns the Chair, then the grievance should be addressed to the Vice Chair.

4.2 Once KPC has considered its response to the information provided, the employee will be invited to attend a grievance meeting to discuss the matter:

- Grievance meetings will normally be convened within 14 days of KPC receiving the grievance.
- The employee must take all reasonable steps to attend the meeting.
- The employee has the right to be accompanied at a grievance meeting by a fellow employee or by a Trade Union representative who is permitted to address such meeting to put the employee's case and confer with the employee but is not permitted to answer questions put to the employee or prevent the employee from explaining his/her case.

- If the meeting is inconvenient for either the employee or his/her companion, the employee has the right to postpone the meeting by up to 5 working days.

4.3 A grievance meeting may be adjourned to allow matters brought up during the course of the meeting to be investigated.

4.4 After the meeting the employee will be informed in writing of KPC's decision within 5 working days and shall be provided with a copy of the minutes of the grievance meeting with the decision letter.

4.5 If the employee wishes to appeal against KPC's decision he/she must inform KPC within 5 working days of receiving the decision.

4.6 If the employee notifies KPC he/she wishes 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 and/or represented at a grievance appeal meeting by a fellow employee or by a Trade Union representative who is permitted to address such meeting to put the employee's case and confer with the employee but is not permitted to answer questions put to the employee or prevent the employee from explaining his/her case.

4.7 A grievance appeal meeting will normally be convened within 7 working days of KPC receiving notice that the employee wishes to appeal. If the meeting time is inconvenient for the employee or the companion, the employee may ask to postpone the meeting by up to 5 working days.

4.8 After the grievance appeal meeting the employee will be informed in writing of KPC's final decision within 5 working days and shall be provided with a copy of the minutes of the grievance appeal meeting with the decision letter.

## 5. Miscellaneous Provisions

5.1 Information about an employee's grievance will be restricted to those involved in the grievance process and members of the Kingsbury Parish Council. A record of the reason for the grievance, its outcome and action taken is confidential to the employee, and the employee's grievance records will be held by KPC in accordance with the Data Protection Act 2018, the relevant data protection legislation.

5.2 Recordings of the proceedings at any stage of the grievance procedure are prohibited unless agreed as a reasonable adjustment that takes account of an employee's medical condition.

5.3 If an employee who is already subject to a disciplinary process raises a grievance, the disciplinary procedure will be temporarily suspended in order to deal with the grievance. If the issue relates to both then the procedures may be dealt with concurrently.

5.4 KPC may consider mediation at any stage of the grievance procedure where appropriate, for example where there have been communication breakdowns or allegations of bullying or harassment. Mediation is a dispute resolution process which requires KPC's and the employee's consent.

5.5 Any changes to specified time limits in this procedure must be agreed to by the employee and KPC.

5.6 This document does not form part of the contract of employment.

5.7 KPC will comply with the Procedure for Dealing with Staff Grievances as set out in the Appendix hereto.

## 6. Reviews

This policy will be reviewed annually, from the date of adoption by KPC.

**Adopted at the Parish Council Meeting on 18th September 2024 (Minute No 388)**

**Revision Control**

| Revision | Details of Change |
|---|---|
| Apr 23 | New |
| Apr 24 | Re-formatted on new template. |
| Mar 26 | Contact email updated<br>Para 5.1 Data Protection Act updated from 1988 to 2018<br>Para 6. Policy review amended to annually (was 'frequently') |
| June 26 | Policy reviewed and adopted Min No 697 |