Appendix 1 to Grievance Policy for Employees (KPC-POL-10)

Procedure for dealing with Staff Grievances against the Clerk or a Councillor, or grievances raised by the Clerk.

1. Kingsbury Parish Council ("KPC") will be governed by its Grievance Policy as provided to employee. The following sets down the procedures and rules to carry out the Grievance Policy on behalf of KPC.
2. Formal Grievances raised under KPC's grievance procedure should be reported to the Chair.
3. The receipt of the Formal Grievance shall be acknowledged immediately in writing.
4. The grievance will normally be investigated by the Chair who will then arrange a meeting as soon as practicable, (normally within 14 days of receipt of the grievance), to examine the grievance with the employee.
5. The Chair will appoint a Councillor to chair a grievance meeting to hear the employee's grievance. In the event that the Grievance Committee regards it as appropriate he/she may appoint an additional Councillor to be involved in hearing the grievance.
6. The grievance meeting will be chaired by the appointed Councillor and will normally be attended by a second Councillor A formal record of the meeting will be taken.
7. KPC's decision on the grievance shall be determined after the meeting by the appointed Chair of the grievance meeting in consultation with the other members of the meeting. The Chair may require further investigations to be made before a decision is reached.
8. The Chair will write to the employee with KPC's decision on the grievance as soon as practicable and within five working days of the meeting. In this letter the Chair will inform the employee of his/her right to appeal KPC's decision and ask the employee to provide written details of the reason for the appeal if an appeal is requested. The letter should include a copy of the minutes of the grievance meeting.
9. If the employee lodges an appeal, the Chair shall appoint two Councillors who have not previously been involved in the grievance to hear the Appeal. The Chair or Vice Chair will normally be one of the appointed Councillors and will Chair the appeal meeting. The appeal meeting shall take place as soon as practicable (normally within seven working days). A formal record of the meeting will be taken.
10. KPC's decision on the appeal shall be determined by the Chair of the appeal meeting after consultation with the other appointed Councillors. The Chair may require further investigations to be made before a decision is reached.
11. The Chair will write to the employee with KPC's decision on the appeal as soon as practicable and normally within five working days. The letter will include a copy of the minutes of the appeal meeting.
12. The Chair shall report to the next meeting of KPC council that a staff grievance has been raised to an appeal and the results of the appeal.
13. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal and appeal decision will be placed on the employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure and minutes of the grievance meeting and any appeal meeting.

14. Where a grievance is raised by the Clerk this should be addressed to either the Chair of the Council or the Vice Chair of the Council.

15. If an employee's grievance is about a Councillor, then the Chair or Vice Chair will investigate the grievance as appropriate.

16. The Chair/Vice Chair will normally act as Chair of the grievance meeting and shall appoint two other Councillor to attend the grievance meeting. If a Councillor has been asked to investigate the grievance, he/she will normally be the second Councillor at the grievance meeting. The Chair/Vice Chair shall arrange for an appropriate minute taker for the meeting.

17. The Council's decision on the grievance shall be determined by the Chair of the meeting after consultation with the other appointed Councillor. The Chair may require further investigations to be made before a decision is reached.

18. If the employee wishes to appeal against the decision, the Chair/Vice Chair shall appoint three Council members who have not previously been involved in the grievance to hear the appeal. The appeal meeting will normally be chaired by the Chair of the Council or if this is not appropriate then by the Vice Chair of the Council

19. The clerk/employee should not discuss their grievance, once raised, with other Councillors, to preserve the impartiality of any Councillor who may be asked to sit as part of a grievance meeting at any stage.

Adopted at the Parish Council Meeting on 18th September 2024

Revision Control

Revision	Details of Change
Apr 23	New
Sep 24	Re-formatted on new template, minor typo/grammar changes. Para 19 added
Mar 26	Contact email updated. Reviewed along with KPC-POL-10