

# Funtington Parish Council

## Grievance Policy

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In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.	
For assurance that the most up to date policy is being used, staff should refer to the version held on the Funtington website <a href="http://www.funtingtonpc.org">www.funtingtonpc.org</a>	

## **1. Introduction**

1.1 This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the council.

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

1.2 Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

## **2. Informal grievance procedure**

2.1 To maintain good working relations, employees are encouraged to raise any grievance with the Chair, with a view to resolving the matter informally. If the employee feels this is not appropriate, or they wish to pursue a formal grievance, the formal grievance procedure should be followed.

## **3. Formal grievance procedure**

3.1 The employee must submit a formal grievance in writing to the Council Chair.

3.2 The Chair will appoint a sub-committee of three Councillors to investigate the grievance. The sub-committee will appoint a chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

3.3 Within 10 working days of the Council receiving the employee's grievance, the chairman of the sub-committee will, in writing, invite the employee to attend a grievance meeting.

3.4 The letter will include the following:

- The name of the Chair and other members of the sub-committee;
- A summary of the employee's grievance, based on their written submission;
- The date, time and venue of the meeting; *(This must give the employee reasonable notice and must be within 25 working days of the Council receiving the grievance)* and
- The employee's right to be accompanied by a companion.

3.5 At the grievance meeting, the Chair will ask the employee what action he/she would like the Council to take

- 3.6 The meeting may be adjourned to allow matters raised to be further investigated or to afford the sub-committee to consider their decision
- 3.7 The findings of the sub-committee will be reported to the Chair of the Parish Council, for discussion at the next scheduled Parish Council meeting
- 3.8 Within five days of the findings being ratified, or amended by the members of the Parish Council, the employee will be informed in writing of the decision
- 3.9 If the employee wishes to appeal the decision, he/she must inform the Parish Council within five days of receiving that decision. The employee will then be invited to attend a grievance appeal meeting before the full council at the next scheduled Parish Council meeting. *Members of the public will be excluded from the part of the meeting due to the confidential nature of the discussion - Standing Order 3(d).* The employee must take all reasonable steps to attend this meeting and has the right to be accompanied by a companion.
- 3.10 If the date of the grievance appeal meeting is inconvenient for either the employee or their companion, they have the right to reschedule by up to five days at which time an Extraordinary Parish Council meeting will be convened.
- 3.11 The employee will be informed in writing of the outcome within five working days of the grievance appeal meeting,

#### **4. Grievance about a Parish Councillor (Breach of Conduct)**

- 4.1 Neither the parish council (nor its chairman or clerk) has any power to instigate an investigation into an alleged breach of the Code of Conduct, or to require a councillor to attend any meeting.
- 4.2 Anyone may report an apparent breach of the Code of Conduct by a Councillor. This should be made to the Chichester District Council (CDC) Monitoring Officer, by completing the downloadable complaint form below. The complaint will then be considered by members of the CDC Standards Committee or one of its four sub-committees and a decision made as to whether the complaint should be investigated, or no further action taken.

[https://www.chichester.gov.uk/media/9401/Members-Code-of-Conduct---Complaint-Form/doc/Complaint\\_Form.doc](https://www.chichester.gov.uk/media/9401/Members-Code-of-Conduct---Complaint-Form/doc/Complaint_Form.doc)