

# MENDLESHAM PARISH COUNCIL

## EMPLOYEE GRIEVANCE PROCEDURE

This procedure applies to all employees of Mendlesham Parish Council.

Any employee who has a grievance should discuss it informally in the first instance with his/her line manager (in this case the Chair of the Parish Council).

Where the grievance cannot be resolved informally it should be dealt with under the formal grievance procedure.

### Formal grievance procedure

1. The employee should put their grievance in writing to the Chair. Where the grievance is against the Chair, the matter should be raised with another member of the Parish Council (in this case the Vice Chair). If the grievance is contested the Chair should invite the employee to attend a hearing in order to discuss the grievance and should inform the employee of their statutory right to be accompanied by a trade union or other representative.
2. The Chair should respond in writing to the grievance (within five working days whether a hearing or not has taken place). If it is not possible for this to be done the employee should be given an explanation for the delay and told when a response can be expected.
3. If the matter is still not resolved, the employee should be permitted to raise the matter in writing with a panel of three members of the Parish Council (The Finance & General Purposes Committee). If the employee wishes this course of action to be followed, he/she must advise the Chair to that effect in writing.
4. If it feels it necessary, the Panel will invite the employee and any other parties to present their case at a hearing and should be informed of their statutory right to be accompanied. The Panel should give a decision on the grievance within ten working days of the hearing or first meeting of the Panel. If it is not possible to respond within ten working days the employee should be given an explanation and told when a response can be expected.

### Notes:

In certain circumstances it may, with mutual agreement, be helpful to seek external advice and assistance during the grievance procedure.