

Humber, Ford & Stoke Prior Group Parish Council

Grievance Procedure

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Author	Allan Drew, Clerk

HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

GRIEVANCE PROCEDURE

1. Informal grievance procedure

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Chair of the Parish Council, with a view to resolving the matter informally if possible (and appropriate). If the employee feels that this is not appropriate or they wish to pursue a formal grievance they should follow the procedure detailed below.

2. Formal grievance procedure

2.1 The employee must set out their grievance in writing (“Statement of Grievance”) and provide a copy to the Chair.

2.2 The vice-Chair will arrange a specially convened subcommittee of the Parish Council to discuss the matter and invite the employee to attend that meeting. The employee should 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 representative or colleague. If the meeting is inconvenient for either the employee or their representative, 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 subcommittee time to consider the fairest outcome.

2.4 Within 5 working days of that meeting the employee will be informed of the subcommittee’s decision. This decision will be confirmed to the employee in writing.

2.5 If the employee wishes to appeal against the Council’s decision they must inform the Chairman within 5 working days of receiving the decision.

2.6 The employee will be invited to attend a grievance appeal meeting. The appeal will be heard by three Councillors who were not involved with the original hearing/decision. 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 representative or colleague.

2.7 A grievance appeal meeting will normally be convened within 15 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.

3 Modified Council grievance procedure for former employees

3.1 If an ex-employee wishes to raise a grievance, they must set out their grievance and the basis for that grievance in writing to the Chair.

3.2 Following receipt of a statement of grievance as in 3.1 above, the Chair will write to the ex-employee inviting them to choose one of the following-

attend a meeting to discuss the grievance,

or

have the Parish Council respond to the grievance in writing.

If the ex-employee does not agree to the matter being dealt with by correspondence then within 7 working days of that choice the above steps 2.1 to 2.4 of the standard council grievance procedure will be followed

If the ex-employee does agree to the matter being dealt with by correspondence, the Council will consider his or her grievance. Council will inform the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the Council's decision.