

KELSALE-CUM-CARLTON PARISH COUNCIL



Chairman: Cllr Alan Revell

Parish Clerk: Elizabeth Flight, 31 Kings Road, Leiston, Suffolk, IP16 4DA

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Kelsale-cum-Carlton Parish Council

Grievance Procedure

In the event of a grievance, an employee must adhere to the following procedure.

- The employee must set out his/her grievance in writing. This is referred to as a 'Statement of Grievance' and provide a copy to the Chairman
- The Parish Council will be given 'reasonable' time to consider its response to the Statement of Grievance, and the employee will be invited to attend a grievance meeting with the Chairman and Personnel Portfolio holders.
- Grievance meetings will normally be convened within 14 days of the Parish Council having received the Statement of Grievance.
- The employee must take all reasonable steps to attend this meeting.
- The employee has the right to be accompanied to a grievance meeting by a fellow professional or trade union representative. The companion may be permitted to address the disciplinary panel but will not be permitted to answer questions on the employee's behalf.
- 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.
- A grievance meeting may be adjourned to allow matters raised to be investigated.
- The employee will be informed of the decision within 5 working days of the meeting.
- The decision will be confirmed to the employee in writing.
- If the employee wishes to lodge an appeal against the decision, he/she must inform the Chairman within 5 working days of receiving the decision.
- If the employee notifies the Chairman that they wish to appeal, the employee will be invited to attend a grievance appeal meeting.
- The employee must take all reasonable steps to attend this meeting.
- The employee has the right to be accompanied to a grievance meeting by a fellow professional or trade union representative.
- A grievance appeal meeting will normally be convened within 7 working days of the Chairman receiving notice that the employee wishes to appeal.
- 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.

- After the grievance appeal meeting the employee will be informed of the final decision with 5 working days.
- The meeting may be reconvened for this purpose.
- The decision will be confirmed to the employee in writing.

This procedure was adopted in August 2018

Signed (Chairman)

Review date: August 2019