

Hart Parish Council
GRIEVANCE PROCEDURE

1.0 PURPOSE AND SCOPE

- 1.1 Hart Parish Council is a small organisation normally employing one person, the Clerk. This grievance procedure has been designed to reflect that fact.

2.0 PRINCIPLES

- 2.1 The Parish Council believes it is in the interests of good industrial relations for employees to have a formal process through which they can seek redress for grievances relating to their employment.

3.0 PROCEDURE

- 3.1 Any grievance can be raised with the Chair of the Council unless the complaint is about the Chair, in which case another Member can be identified and the complaint handled informally. If the Clerk does not consider the response satisfactory or prefers to raise the matter formally, a formal grievance in writing to the Chair will be submitted, or if this is inappropriate to the Member identified.
- 3.2 A written grievance will be considered by the Disciplinary and Complaints Sub-Committee, normally within 10 working days of receipt. At that meeting the Clerk will explain their grievance, calling witnesses as necessary by prior arrangement. The Sub Committee will consider the grievance and respond to the Clerk, in writing, with its findings.
- 3.3 If the Clerk is still dissatisfied, a right of appeal may be exercised, which will be heard by a separate panel of elected members not involved in the original grievance hearing. The findings of the Appeal panel will be final.

4.0 RIGHT TO BE ACCOMPANIED

- 4.1 The clerk has the right to be accompanied by a friend or trade union representative at all stages of the formal procedure.

5.0 RECORD KEEPING

- 5.1 In all cases, written records of the nature of the grievance raised, the Council's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

Approved by the Parish Council 2017