

GRIEVANCE PROCEDURE

GRIEVANCES

- 1 Each employee or group of employees having a grievance arising from their employment has the right to express it and the following procedure has been agreed as the most effective way of doing so.

INDIVIDUAL GRIEVANCES

- 2 If the grievance is specific to one person:
 - 2.1 You should see the line manager, ie the Parish Clerk (or in the case of the Parish Clerk, the Chairman) and discuss the grievance with him/her.
 - 2.2 The line manager shall reply orally as soon as possible but, in any event, within 3 working days of your raising the matter.
 - 2.3 If you are dissatisfied with the reply given by the line manager you may seek independent advice and shall be advised of this right by the line manager. You may then take up the matter again by setting out your grievance in writing, giving a copy to your line manager and keeping a copy yourself. The line manager shall arrange to meet you within 4 working days and arrange for written confirmation of his/her reply to be submitted to you and/or your representative within a further 4 working days. A fellow employee, union representative, or member of an employment association recognised by the Parish Council, may accompany you at this and at any further meeting. You must take all reasonable steps to attend such a meeting.
 - 2.4 If, after following the steps outlined above, you are still of the opinion that your grievance has not been satisfactorily settled, you may submit the grievance to the Chairman of Combe Martin Parish Council who will refer the matter to the Personnel Committee. The grievance at this stage shall be put in writing, and you or your representative should keep at least one copy.
 - 2.5 The Personnel Committee shall, as soon as possible, and in any case within 15 working days, arrange a meeting with the parties concerned, who shall take all reasonable steps to attend such a meeting.
 - 2.6 As soon as possible after this meeting and, in any event within 5 working days, the Chairman of Combe Martin Parish Council on behalf of the Personnel Committee shall confirm their decision on the grievance in writing to you.
 - 2.7 In the event that you have already left your employment with the Parish Council, you shall set out your grievance in writing and send a copy of it to the Parish Council. The Parish Council is not obliged to conduct a meeting in this case, but shall respond to your grievance by sending you a written reply.

Combe Martin Parish Council

2.8 If the parties fail to reach a mutually acceptable solution the matter may be referred to such conciliation body as the parties shall determine and agree but whilst Combe Martin Parish Council shall take note of the decision, Combe Martin Parish Council shall not necessarily be bound by it.

3 GROUP GRIEVANCES

A group grievance that is general to Combe Martin Parish Council as a whole and does not specifically appertain to a particular employee should be referred direct to the Chairman of Combe Martin Parish Council, who shall then follow the procedures above, acting as line manager.