

**SHADINGFIELD, SOTTERLEY WILLINGHAM AND ELLOUGH**

**JOINT PARISH COUNCIL**

**GRIEVANCE POLICY**

**Dealing with grievances informally**

1.1 If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with the Clerk or where appropriate the Chairman of the Council. You may be able to agree a solution informally between you. If, however, your grievance relates to bullying and harassment by the Clerk or Chairman you may ask someone else for help, for example a friend, union representative or another councillor.

**Formal grievance**

1.2 If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the Clerk or Chairman. You should stick to the facts and avoid language that is insulting or abusive. Where your grievance is against the Clerk or Chairman and you feel unable to approach him or her you should talk to another councillor.

**Grievance hearing**

1.3 The Clerk or Chairman will call you to a meeting, normally within 5 days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request. After the meeting you will be given a decision in writing, normally within 24 hours.

**Appeal**

1.4 If you are unhappy with the decision and you wish to appeal you should let the Clerk or Chairman know. You will be invited to an appeal meeting, normally within 5 days, and your appeal will be heard by a grievance committee comprising at least three councillors who have not previously been involved in the matter. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

1.5 After the meeting you will be given a decision, normally within 24 hours. This decision is final.

1.6 Should the Clerk have a grievance, it will be dealt with as follows: Hearing: grievance committee of the Council; Appeal: appeals committee of the Council.

**Mediation**

1.7 In addition, where appropriate and at any stage of the process, either party can request that the matter is subject to mediation, including the use of external third party mediators in an attempt to reach a mutually agreeable outcome.

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