



---

# GRIEVANCE PROCEDURE

---

## Pirton Parish Council

---

Adopted: 14th Aug. 2014

Doc013.

Chairman: P.Waters

---

<b>Re-Assessed (date)</b>	<b>Signed (Chairman)</b>
7 <sup>th</sup> Sept. 2017	A.Smith
10 September 2020	J Rogers
14 September 2023	J Rogers

# Pirton Parish Council

## GRIEVANCE PROCEDURE



Doc013

2014.08

### Contents

1. Dealing with Grievances Informally.....	1
2. Formal Grievance .....	1
3. Grievance Hearing.....	1
4. Appeal.....	2

## 1. Dealing with Grievances Informally

- a 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 a member of the Human Resources (HR) Committee. You may be able to agree a solution informally between the two of you.

## 2. Formal Grievance

- a If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the HR Committee. You should stick to the facts and avoid language that is insulting or abusive.
- b Where your grievance is against the HR Committee and you feel unable to approach its members you should talk to another Councillor.

## 3. Grievance Hearing

- a The HR Committee will call you to a meeting, normally within five 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.
- b After the meeting the Committee will give you a decision in writing, normally within 24 hours.

# Pirton Parish Council

## GRIEVANCE PROCEDURE



Doc013

2014.08

### 4. Appeal

- a If you are unhappy with the Committee's decision and you wish to appeal you should let the Committee know.
- b You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by the full Council. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.
- c After the meeting the full Council will give you a decision, normally within 24 hours. The Council's decision is final.