

GRIEVANCE PROCEDURE

1. Introduction

Any complaint about a councillor's conduct should be regarded as a Code of Conduct Complaint and referred to the Monitoring Officer at SNC.

It is the Council's policy to ensure that employees with a grievance relating to their employment have access to a procedure designed to resolve the grievance promptly and fairly. The policy supplements rather than replaces any relevant Terms and Conditions set out in your Contract of Employment. Any reference within this procedure to Line Manager refers to the Chairman of Finance & General Purposes Committee and Chairman of the Parish Council

2. Principles

- Each step must be followed through without unreasonable delay.
- Both employee and employer must take reasonable steps to attend each meeting under the procedure and will have the opportunity to state their case.
- Meetings will be at a reasonable time and location.
- All relevant information will be provided to both employer and employee in advance of any meeting.
- The employee has the right to be accompanied by a colleague or Trade Union representative at the meetings at both step 2 and 3.
- The appeal meeting at step 3 will, where possible, be chaired by an Officer or senior member of the Council who was not involved in the decision at step 2.
- If the employee or their companion is disabled, reasonable adjustments will be made to enable them to participate fully.
- Confidentiality will be maintained. Only those who need to know about the grievance will be informed.
- After the grievance and regardless of the outcome both parties will endeavour to work together in a positive manner.

3. Informal discussions

If you have a grievance about your employment you should, in the first instance discuss it informally with your manager. The majority of concerns will hopefully be resolved at this stage.

4. Steps in the grievance procedure

Step 1 – written statement

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to your Line Management.

Step 2 - meeting

Line Management will arrange to meet with you and will aim to give you a written response within 5 working days. If this is not possible, they will inform you of the reason for the delay and when you can expect a response.

Step 3 - appeal

If you are not satisfied with the response, you may refer the matter in writing to the full Council. That body will arrange for one or more members to meet with you and will give you a response within 5 working days. If this is not possible, they will inform you of the reason for the delay and when you can expect a response.

Step 3 is the final stage of the procedure and there is no further right of appeal.