

Ickleton Parish Council Grievance procedure

Dealing with grievances informally

If you have a grievance or complaint about your work or someone you work with you should start by speaking with The Parish Council Chair wherever possible. You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious or you wish to raise it formally you should put the grievance in writing to the Parish Council Vice Chair. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against the Parish Council Chair or Vice Chair and you feel unable to approach them, you should raise it with another member of the Parish Council or the Monitoring Officer at South Cambs District Council.

Grievance hearing

The Parish Council Vice Chair and/or other member of the Council will call you to a meeting, usually within 5 working days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative.

After the meeting the Vice Chair and/or other member of the Council will give you a decision in writing, usually within 48 hours.

If the Vice Chair and/or other member of the Council needs more information before making a decision, they will inform you of this and the timescale.

Appeal

If you are unhappy with the decision on your grievance you can raise an appeal by written notice within 5 working days to the Parish Council Chair. You will be invited to an appeal meeting, normally within 5 working days. You have the right to be accompanied by a colleague or trade union representative.

The Council will need to ensure that the members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal should be conveyed to the employee in writing, usually within 48 hours. The decision of the Appeal Hearing will be final.