



RINGSTEAD PARISH COUNCIL

Chairman: William Jacob
Clerk and RFO: Simon Lee

Grievance Procedure

a Dealing with grievances informally

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 Chair. You may be able to agree a solution informally between you.

b Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the Chair. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against the Chair and you feel unable to approach him or her you should talk to the Vice Chair.

c Grievance hearing

Your manager will call you to a meeting, normally within five working 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 the Chair will give you a decision in writing, normally within 24 hours.

If it is necessary to gather further information before making a decision the Chair will inform you of this and the likely timescale involved.

d Appeal

If you are unhappy with your Chair's decision and you wish to appeal you should advise them.

You will be invited to an appeal meeting, normally within five working days, and your appeal will be heard by the Vice Chair. 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 the Vice Chair will give you a decision, normally within 24 hours. That decision is final.

Adopted Minute: November 2023 Item 7.m
For review January 2025