



PULHAM MARKET PARISH COUNCIL

Mrs L Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

Pulham Market Parish Council Grievance Policy.

1. Grievance Policy

Overview

1. Informal Grievance Procedure

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk or a member of the Parish Council, with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.

2. Formal Grievance Procedure

2.1 The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Clerk or a member of the Parish Council.

2.2 Once the Parish Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance, the employee will be invited to attend a grievance meeting with a specially convened subcommittee of the Parish Council to discuss the matter.

- The employee must take all reasonable steps to attend the meeting.
- Grievance meetings will normally be convened with 14 days of the council receiving the Statement of Grievance.
- The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a Trade Union representative.
- If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.

2.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council time to consider the decision.

2.4 After the meeting the employee will be informed of the Council's decision usually within 5 working days. The meeting may be reconvened for this purpose. The Council's decision will be confirmed to the employee in writing.

2.5 If the employee wishes to appeal against the Council's decision he or she must inform the Appeal Chair Person within 5 working days of receiving the decision.



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2.6 If the employee notifies the Appeal Chair Person that they wish to appeal, the employee will be invited to attend a grievance appeal meeting. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee or by a Trade Union representative.

2.7 A grievance appeal meeting will normally be convened within 7 working days of the Appeal Chair Person receiving notice that the employee wishes to appeal pursuant to 2.5 above. If the meeting time is inconvenient for the employee or his or her companion, the employee may ask to postpone the meeting by up to 5 working days.

2.8 After the grievance appeal meeting the employee will be informed of the final decision within 5 working days. The meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.

This Policy was approved at a meeting of Pulham Market Parish Council on the. 12th February 2024
Signed

Cllr S Hewitt

Chair of Pulham Market Parish Council
See the footer for the renewal date.