



Saltash Town Council



Policy/Procedure:

Grievance Policy

Date of Adoption:

November 2012

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	4	Approved by	FTC
Date	16.10.2012	Date of approval	01.11.2012
Responsible Officer	ajt	Minute reference	240/12/13
Responsible Committee	Staffing Committee	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
October 2010	1	RL/AK	
May 2011	2	RL/AK	Reviewed & updated
March 2012	3	RL/AK	Reviewed & updated
October 2012	4	RL/AK	Reviewed & updated

Review Record					
Date	Type of Review	Date of completion	Summary actions	of	Completed by

GRIEVANCE PROCEDURE

Staff are advised to read policies in conjunction with other relevant documents, including their contract, the 'Green Book', their job description, and other council policies. They may also wish to consult the Town Clerk, or to take advice from their union or professional association.

Throughout this policy references to the Town Clerk in relation to an employee, shall be taken to refer Chairman of Staffing if the employee is the Town Clerk. In this case the role of Chairman of Staffing shall be taken by the Town Mayor. Throughout this policy references to the Chairman of Staffing refer to the Vice Chairman if the Chairman is absent or unavailable, or the particular circumstances make delegation preferable.

1. The parties to this procedure are Saltash Town Council for the one part, and its employees and their representatives for the other.
2. If you have a grievance relating to your employment, you have a right to express it and you are encouraged to have direct contact with the Town Clerk to resolve any problem.

The procedure set out in the agreement has been determined as being the most effective way for you to do so.

3. It is agreed between the parties that the procedure in this agreement shall also include any report of alleged wrongdoing or malpractice within the workplace relating to the organisation's procedures, practices or financial management, made in accordance with the Public Interest Disclosure Act 1998.
4. The Public Interest Disclosure Act 1998 provides that any employee who makes a "qualifying disclosure" as defined by the Act and set out in (v) below will have any such matters treated in confidence, and no action of any sort will be taken against the employee concerned provided they acted in good faith. *
5. A "qualifying disclosure" must, in the reasonable belief of the employee making the disclosure, show one or more of the following:
 - That a criminal offence has been committed, is being committed or is likely to be committed;
 - That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;
 - That a miscarriage of justice has occurred, is occurring or is likely to occur;
 - That the health and safety of the individual has been, is being or is likely to be endangered;
 - That the environment has been, is being or is likely to be endangered;

- That information tending to show any matter falling within one of the above paragraphs has been, is being or is likely to be deliberately concealed.
6. If you are aggrieved on any matter or believe you have reason to make a “qualifying disclosure”, you should discuss the matter informally with the Town Clerk.

The only exception to this is specified in (12) below.

7. If you are not satisfied with the reply, you or a trade union representative on your behalf, may formally take up your grievance with the Chairman of Staffing who will reply as soon as possible and, in any case, within 10 working days. This may include convening a review meeting with the person raising the grievance, consult other staff as appropriate, and in any case reply in writing within 10 working days.

Before undertaking a formal grievance, but after vi) above, members of staff may wish to discuss the matter informally with the Chairman of Staffing.

8. In the absence of the Chairman of Staffing, or where the nature of the grievance makes it inappropriate, grievances may be discussed or addressed to the Vice Chairman of Staffing.
9. If your complaint is not satisfactorily resolved at this stage you, or a trade union representative on your behalf, may formally request in writing that the complaint be referred to the Staffing Committee with a view to settling the matter providing this is requested in writing within 10 working days of the date of any reply already given.
10. The decision of the Staffing Committee shall be final except where it is agreed between the parties that an important issue of principle arises, which could be considered through the conciliation machinery of the South Western Regional Councils Organisation, or ACAS, whose findings may by mutual prior agreement be binding on both parties.
11. It is agreed between the parties that this procedure shall not apply to disciplinary matters, including dismissals in respect of which there is a separate agreed procedure.
12. It is agreed that the parties to the agreement will use their best endeavours to ensure that the spirit and intention of this agreement is honoured at all times and that it is binding in honour upon them.

NOTES

- a. The above procedure applies equally to a grievance of a group of employees, in which case, the group can appoint one of their number as a spokesperson, who will follow the procedure on their behalf and the

answers given will then be deemed to apply to all members of that group. The group can, if they do not wish to appoint one of their number, pursue the grievance as a body.

- b. Ordinarily pending resolution of any grievance, the same conditions prior to its notification shall apply i.e. the status quo is maintained. However, at each stage the person dealing with the grievance may use their discretion to temporarily alter the status quo, without prejudice until the matter is resolved.

*Sections 4 – 6 to be read in conjunction with the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.