GRINDON & THORPE THEWLES PARISH COUNCIL

GRIEVANCE PROCEDURE

1.0 PURPOSE AND SCOPE

Grindon & Thorpe Thewles Parish Council is a small organisation normally employing one person, the Clerk. This grievance procedure has been designed to reflect that fact.

2.0 PRINCIPLES

The Parish Council believes it is in the interests of good industrial relations for employees to have a formal process through which they can seek redress for grievances relating to their employment.

3.0 PROCEDURE

3.1 Any grievance can be raised with the Chair of the Council unless the complaint is about the Chair, in which case another Councillor can be identified and the complaint handled informally. If the Clerk does not consider the response satisfactory or prefers to raise the matter formally, a formal grievance in writing to the Chair will be submitted, or if this is inappropriate to the alternative Councillor identified.

3.2 A written grievance will be considered by the Personnel Committee , normally within 10 working days of receipt. At that meeting the Clerk will explain their grievance, calling witnesses as necessary by prior arrangement. The Personnel Committee will consider the grievance and respond to the Clerk, in writing, with its findings.

3.3 If the Clerk is still dissatisfied, a right of appeal may be exercised, which will be heard by a separate panel of elected councillors not involved in the original grievance hearing. The findings of the Appeal panel will be final.

4.0 RIGHT TO BE ACCOMPANIED

The clerk has the right to be accompanied by a friend or trade union representative at all stages of the formal procedure.

5.0 RECORD KEEPING

In all cases, written records of the nature of the grievance raised, the Parish Council's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

Adopted: December 2022

Last Updated: February 2026