**Ceiriog Uchaf Community Council**

**Grievance Procedure**

## **Introduction**

* A grievance is an employee's concern or complaint about his or her working environment, terms and conditions or workplace relationships.
* The aim of this Procedure is to help resolve grievances as fairly and speedily as possible. Ideally grievances should be solved at the earliest possible stage in the Procedure. Employees have the right to be accompanied at grievance hearings accompanied by a friend, colleague or representative with the right to speak and present evidence on his/her behalf.

## **Applicability**

* This procedure shall apply to all employees of Ceiriog Ucha Community Council.

## **Procedure**

**Stage 1** - Informal Procedure (N.B. this stage does not form part of Statutory Grievance

Procedures)

* If you have a grievance relating to your employment and this cannot be resolved with the individual who is the subject of the grievance, you should raise the matter with the Chair.
* If the grievance cannot be resolved informally by the Chair the following formal steps should be taken:

**Stage 2** - Statement of Grievance & Meeting (N.B. Stages 2-3 comply with Statutory Grievance Procedures)

* You should submit the grievance, in writing, to the Chair. If the grievance is against the Chair you should submit the grievance, in writing, to the Clerk or Councillor of your choice
* You will be invited to attend a meeting to discuss your grievance
* You have the right to be accompanied at grievance hearings by a friend, colleague or representative with the right to speak and present evidence on your behalf.
* After the meeting, you will be informed of the response to the grievance and notified of your right to appeal against that decision

Stage 3 - Appeal

* If you wish to appeal, you should inform the Clerk and you will be invited to attend a further meeting. Your appeal will be heard by someone who was not involved in the Stage 2 meeting
* You will have the opportunity to discuss your grievance and the reasons for your appeal
* You have the right to be accompanied at grievance hearings by a friend, colleague or representative with the right to speak and present evidence on your behalf.
* After the meeting you will be informed of the final decision

**Notes:**

* Timescales may be changed by agreement of all parties
* Where more than one employee has the same grievance, they may be heard together with the agreement of the individuals concerned
* If as a result of investigating a grievance, the investigator considers that disciplinary action against another employee or employees is warranted, this will be carried out via the Council’s Disciplinary Procedure
* If you leave the Council's employment before your grievance is heard, or before the hearing of your grievance is completed, then providing you agree in writing, the above procedure can be shortened - you would submit your written grievance, and you will be informed in writing of the Council's decision

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