



Bollington

TOWN COUNCIL

Bollington Town Hall
Wellington Road, Bollington, Cheshire SK10 5JR
Email: clerk@bollington-tc.gov.uk
www.bollington-tc.gov.uk
Tel: 01625 572985

Grievance Policy

This policy was adopted by the Council at its meeting held on 5th July 2022.

This version of the Grievance Policy supersedes any previous versions.

Contents

1. Introduction	3
2. Grievance Procedure.....	3
3. Raising a Grievance	3
4. Grievance Hearing.....	3
5. Allegations of Misconduct	4
6. Relationship with Other Procedures	4
7. Appeals.....	4

Table 1 Document Version Control

Version	Date	Initials	Comment
00.01_2022	16/06/2022	HW	Policy drafted
00.02_2022	22/06/2022		Reviewed by the Personnel, Policy & Governance Committee
01.00_2022	05/07/2022		Adopted by Full Council

1. Introduction

This procedure is documented in the Bollington Town Council Handbook but is recorded as a separate policy for accessibility and transparency.

2. Grievance Procedure

The Council aims to be responsive to concerns raised by employees and if you are unhappy with something affecting you at work you are encouraged to raise this with your manager or in the case of the Clerk this should be addressed to the Personnel Committee on an informal basis. If that is not possible then you should speak to another manager who will try to assist you in resolving any issue you may have. The following procedure is designed to be used when these informal attempts to resolve any dispute have not been successful.

Any written complaint or grievance raised which alleges that a member or co-opted member of the authority has failed to comply with the authority's Code of Conduct will be dealt with under the Code of Conduct Procedure.

3. Raising a Grievance

If you feel that the matter needs to be raised formally you should raise a grievance by making a written complaint, stating that it is being made under this procedure. You should give as much information about your grievance, including any relevant dates and times, as you can, so as to allow for any investigation into your concerns to take place.

A grievance will normally be dealt with by your manager and should be addressed to them directly. In the case of the Clerk this should be addressed to the Personnel Committee on a formal basis. Where the grievance is directly concerned with your manager's behaviour, however, you should submit your grievance to another member of the management team who will arrange for somebody who is not directly involved in the issue to deal with it.

4. Grievance Hearing

A grievance hearing will then be arranged so that you can explain the issue and suggest how it can be resolved. You will have the right to be accompanied by a fellow employee or trade union official as described in Section 5.1, above. The manager conducting the hearing will consider what you have said and may either

deal with the matter immediately or decide to carry out further investigations. In that case the hearing will be adjourned until the investigation has been completed.

Once the investigations are concluded, if new information comes to light, if it is considered appropriate, you may be invited in to a reconvened meeting, to have the opportunity to consider and respond to the findings of the investigation. Following this a decision on the outcome of your grievance will be made.

5. Allegations of Misconduct

Where an employee is making allegations of misconduct on the part of other employees then the Council may need to carry out an investigation into the allegations and pursue the matter through the disciplinary procedure. Where this happens, the grievance will be held over until the disciplinary process has been concluded.

6. Relationship with Other Procedures

Where your grievance relates to the conduct of other procedures such as the disciplinary or performance management procedures then the Council may choose to either delay the consideration of the grievance until that procedure has been completed or to deal with the grievance in the course of that procedure or by way of appeal if that appears to be a fairer or more straightforward way of dealing with the issue.

7. Appeals

If you are dissatisfied with the outcome of a grievance then you may appeal. You should submit your appeal in writing within one week of being informed of the outcome of your grievance. Your appeal should be directed to the Chair of the Council. An appeal hearing will then be convened and conducted by a Panel drawn from the Full Council. You will have the right to be accompanied at the appeal by a fellow employee or trade union official as described in Section 5.1. The outcome of any appeal will be final.

The Council aims to be responsive to concerns raised by employees and if you are unhappy with something affecting you at work you are encouraged to raise this with your line manager. If that is not possible then you should speak to a member of the management team who will try to assist you in resolving any issue you may have. The following procedure is designed to be used when these informal attempts to resolve any dispute have not been successful.