



Wickersley Community Centre,  
286 Bawtry Road, Wickersley,  
Rotherham.  
S66 1JJ  
Clerk: Rachel Chico  
01709 703270 / 07818 424488  
wickersleypc@btconnect.com  
www.wickersleyparishcouncil.gov.uk

## **GRIEVANCE PROCEDURE**

Any employee who has a grievance relating to her/his employment has a right to express it and the following procedure should be used for all types of grievance except those relating to:-

- (a) Income Tax, National Insurance and other statutory deductions from pay.
- (b) Pension Schemes.
- (c) Disciplinary Matters.

At all stages in the procedure an employee has the right to consult with, and be accompanied by, her/his staff representative if she/he desires.

1. An employee should first discuss any grievance with the officer to whom she/he is immediately responsible. If dissatisfied with the outcome of this discussion she/he may:-
2. Consult her/his staff representative with a view to putting the grievance in writing. Any written grievance should be submitted to the Council and a copy retained by the employee and their representative.
3. The grievance will be considered by the Clerk who will, if necessary, consult with Human Resources Panel. If appropriate, a meeting between all the parties will be held to consider the grievance within ten working days of receipt of the grievance.

The Clerk will, as soon as possible, confirm any decision in writing.

4. In those cases where the employee is not satisfied, the grievance will be submitted through the Clerk to be heard and considered by appropriate Members of the Council.

The matter will end following consideration by the Members of the Council except where it is agreed between the parties that an important issue of principle arises which could be considered by full Council.

The procedure to be followed at the hearing of a grievance by appropriate Members of the Council shall be:-

- 4.1 (a) The aggrieved employee (or her/his representative) shall state their grievance and be entitled to introduce evidence or witnesses to support his/her case.
- (b) The Clerk and/or her/his representative shall then have the opportunity to ask questions of the employee and/or employee's representative and witness.

- 4.2 (a) The Clerk (or her/his representative) shall then state the position relating to the grievance and be entitled to introduce any relevant evidence or witnesses in support of her/his decision.
- (b) The aggrieved employee (or her/his representative) shall then have the opportunity to ask questions of the Clerk (or her/his representatives) and witnesses.
- 4.3 The Members shall then have the opportunity to ask questions of both the employee, (or her/his representative) and witnesses, the Clerk (or her/his representatives) and witnesses.
- 4.4 (a) The Clerk (or her/his representative) shall be asked whether she/he has anything further to add relevant to the matter before the grievance is considered and to be given the opportunity to sum up her/his case.
- (b) The aggrieved employee (or her/his representative) shall be asked whether she/he has anything further to add relevant to his/her grievance before its consideration and to be given the opportunity to sum up her/his case.
- 4.5 Both parties will retire and Members will consider the grievance. Members will have the right to call on other appropriate officers for advice if necessary.
- In the event of Members wishing to seek further clarification on any point from one or other party, both parties shall be recalled for that purpose.
- 4.6 Following its deliberation the Chairman will recall both parties and will convey the decision of the Members to the parties concerned. The decision will be confirmed, in writing, by the Clerk within seven days.