



## Halstead Town Council

### Grievance Procedure

#### What will the grievance procedure do?

The grievance procedure enables individual employees to raise grievances with management about their employment either by themselves or accompanied by a fellow employee of their choice.

#### Introduction

It is the Council's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

#### Informal discussions

If you have a grievance about your employment you should discuss it informally with the Town Clerk. We hope that the majority of concerns will be resolved at this stage.

#### Stage 1

If you feel the matter has not been resolved through informal discussions, you should put your grievance in writing to the Town Clerk. The Town Clerk must give a response within 5 working days in an endeavour to resolve the matter.

#### Stage 2

If the matter is not resolved, you may raise it, in writing, with the chairman of the Council who must give a response within 5 working days.

#### Stage 3

If the matter is not resolved to your satisfaction, you should put your grievance, in writing, to the Staff Review Group. You will be entitled to have a meeting with the Staff Review Group to discuss the matter. The Staff Review Group will give their decision within 7 working days of the grievance being received – this decision will be final.

*Sarah Greatorex*

Sarah Greatorex  
Town Clerk  
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