



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 Advisory Committee. You will be entitled to have a meeting with the Staff Advisory Committee to discuss the matter. The Staff Advisory Committee will give their decision within 7 working days of the grievance being received.

Stage 4- You may appeal the decision of the Staff Advisory Committee, and in this case Full Council will form an Appeals committee made up of 3 councillors who are not members of SAC

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