

Weaverham Parish Council

Grievance Procedure



In the interests of maintaining good working relations it would be preferred if grievances could be dealt with internally in the first instance so as to settle matters as near as possible to their point of origin. If resolution is unobtainable internally the complaint must be dealt with via Cheshire West & Chester Council's Standards Committee.

Employees must put in writing a "Statement of Grievance" to the Chairman of the Council, if the complaint is against the Chairman it must be put to either the Vice-Chairman or the Chairman of the Finance & Personnel Committee.

Members with a complaint against another member(s) must put in writing a "Statement of Grievance" to the Clerk. If their complaint is against the Clerk it must be put to the Chairman.

The Chairman will decide either to hold an informal meeting with those concerned to resolve the matter amicably, or to forward the matter to the F&PC.

If necessary an Extraordinary F&PC Meeting must be held to consider the response to the complaint.

The F&PC must decide if the complaint is valid and is to be upheld. Complaints against the Clerk must be reviewed alongside the Contract of Employment; complaints against members must be reviewed against the Code of Conduct.

Where appropriate, a formal Grievance Meeting will be held, within 7 days of the F&PC's meeting.

The F&PC must randomly select 3 members of the Council to attend the Grievance Meeting.

(An employee has the right to be accompanied by a fellow employee or Trade Union representative, and to postpone the meeting by up to 5 working days.)

All complaints shall be:

- Formally recorded
- Acknowledged, in writing, within 5 days of receipt
- Dealt with either, at the Chairman's discretion, by an informal meeting within 7 days, OR by an F&PC meeting within 14 days

All decisions will be confirmed in writing within 5 days of the Grievance Meeting