

# BRADWELL PARISH COUNCIL



POLICY	Grievance
VERSION	1.0
LAST REVIEWED	21 January 2026

## 1. Policy statement

The Parish Council recognises that employees may from time to time have concerns or complaints relating to their employment. This policy provides a clear and fair procedure for employees to raise grievances and for the Council to respond promptly and appropriately. This policy applies to all employees of the Parish Council, including the Clerk and any other paid staff.

It does not apply to councillors, whose conduct is governed by the Councillors' Code of Conduct and dealt with through the Monitoring Officer of the principal authority. All Grievances will be dealt with fairly, promptly and confidentially and employees will not suffer detriment for raising a grievance in good faith. All parties will be treated with dignity and respect.

Where possible matters should be resolved informally, however this policy recognises that they may require formal investigation, and in the case of a formal meeting employees have the right to be accompanied.

## 2. Informal Resolution

Where possible, employees should raise initial concerns informally with the clerk. For grievances raised by the clerk this should be directed to the chair of council, or vice chair. Many issues can be resolved through discussion, clarification or mediation without the need for formal procedures.

## 3. Formal Grievance Procedure

### 3.1. Submitting a Grievance

If the matter cannot be resolved informally, the employee should submit a formal grievance in writing, setting out key information including the nature of the grievance, relevant facts and dates, any outcomes already sought and any other applicable information related to the grievance.

The grievance should be sent to the Chair of the Council or to the Staffing Committee, where one exists.

### 3.2. Investigation

The Council must acknowledge receipt of the grievance and appoint a councillor or panel to investigate. They must gather relevant information and documentation, but this councillor and or panel must not be involved in deciding the outcome

### **3.3. Grievance Meeting**

A grievance meeting will be arranged without unreasonable delay within 5 days of receiving any grievance. The employee must receive written notice of this meeting. They are also entitled to accompaniment from a union representative, colleague or other person.

### **3.4. Outcome**

Following the meeting, the Council will decide on appropriate action. The decision must be confirmed in writing and will include the outcome of the meeting, any action to be taken and it must also include the right of appeal.

### **3.5. Right of Appeal**

If the employee is dissatisfied with the outcome, they may appeal in writing within 5 working days of receiving the decision. The appeal will be heard by councillors not previously involved and this appeal decision will be final.

## **4. Confidentiality**

All grievance matters will be handled confidentially. Information will only be shared where necessary for proper consideration of the grievance.

## **5. Malicious or Vexatious Grievances**

Grievances raised in good faith will not result in disciplinary action. However, knowingly false or malicious complaints may be considered under the disciplinary procedure