

## **Babraham Parish Council**

### **The Grievance and Disciplinary Policy**

The aim of our grievance policy is to resolve any grievance as swiftly and fairly as possible.

The procedure will be operated in accordance with the Employment Act 2000 (Dispute Resolution).

We will deal with any matter relating to employment with the exception of the outcome of disciplinary proceeding

You have the right to be accompanied by a person of your own choosing who may speak on your behalf, ask questions, but not answer questions put to you.

You and your representative will be provided with any material, papers etc necessary for you to make your case.

You have the right of appeal against a decision to the appeals panel.

#### **The Proceedings**

- You should make your grievance known in writing to the Chairman of Council
- The time and place of the hearing must be notified and agreed with adequate time to prepare and attend
- It should not be at some venue that is particularly inaccessible
- Provision should be made for any person with a disability or whose first language is not English
- The proceedings should not be interrupted for any reason (Health & Safety excepted)
- A written record of the proceedings must be kept
- The proceedings should not be held in quasi-judicial language or process but be simple to follow and understand
- The proceedings should be timely. (Justice is not service by allowing the matter to hang fire)
- By agreement, to allow for an impartial external facilitator to be engaged in the proceedings.

An employee who presents with a grievance should be encouraged in the first place to resolve the matter, if possible, by informal discussion with a colleague. Under the Employment Act 2002 this becomes part of an implied process aimed at achieving conciliation if possible.

Together with a trade union or other representative, if so desired, an employee will be given a full opportunity to answer the complaint at a meeting of the Council convened for the purpose held in the absence of the public and press. The procedure shall be in accordance with the current ACAS code of practice relation to discipline at work.