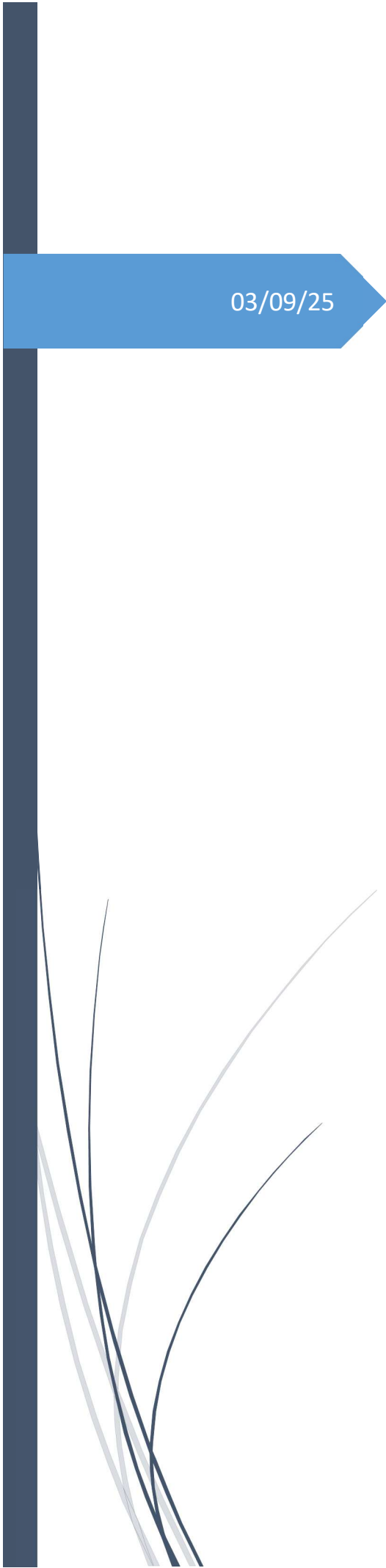




03/09/25

Grievance Policy

Jane Smith

LATHOM SOUTH PARISH COUNCIL

Lathom South Parish Council Grievance Policy

Introduction

Until such time as the Parish Council has more than one employee (the Clerk/RFO), the following procedure will apply:

The Clerk does not have a manager but works most closely with the Chairman of the Council. The Chairman has no formal authority, beyond being in charge of the Parish Council's main meetings. At the time of drafting this document, the Council has no committees.

This procedure has been modelled on a draft document produced by ACAS.

Purpose

The procedure aims to ensure that any concerns, problems or complaints raised by the Clerk are dealt with fairly, consistently and promptly, in accordance with the ACAS Code of Practice on Grievances.

Informal stage

If you have a grievance or complaint about your work or conditions of service (e.g. time off, work pattern or expectations placed upon you) you should start by speaking informally to any Councillor (see Note) in whom you have trust, to see whether that person can help to resolve the problem quickly and amicably. If this fails you have recourse to the formal stages described below.

If your complaint is about a Councillor it might be appropriate to involve that Councillor at this stage. This will involve the consent of both the Clerk and the Councillor concerned.

Note: Bear in mind that the same person cannot be part of the formal grievance process, other than as someone who might be able to help you to present your case.

Formal Grievance

Note that a complaint about a Councillor must not be raised under the Grievance procedure, unless it cannot be dealt with under the Councillors' Code of Conduct. The Borough Council's monitoring officer can advise you about this.

If the matter is serious or if you just wish to raise it formally, put it in writing to the Councillor, other than the Chairman, who helps to compile your annual appraisal. Keep to the facts and avoid using insulting or abusive language.

Grievance Hearing

The addressee, who could be assisted by another Councillor, will call you to a meeting as soon as practicable* to discuss your grievance. You have the right to be accompanied by a friend who could be another Clerk, the Councillor who has been helping you at the informal stage or a trade union representative. They will not be allowed to speak on your behalf unless you invite them to do so, either at the outset or later, in order that you remain in control of your own case.

After the meeting you will be given a decision in writing, as soon as practicable*, bearing in mind that Councillors are volunteers and have no employment relationship with your Council.

If he or she needs more information before making a decision, they will inform you of this and let you know the likely timescale.

*see guidance note below

Appeal

If you are unhappy with the decision you can raise an appeal with the Chairman, unless the Chairman is the subject of the grievance. Subject to work commitments, appeals should be raised within seven calendar days of the formal decision being received, excluding Bank and Public holidays

You will be invited to an appeal meeting, to be held as soon as practicable*, with the Chairman. You have the same right to be accompanied as at the formal meeting but you might want to use a different person; that is allowed.

After the meeting the Chairman will give you a decision, as soon as practicable. The appeal decision is the final stage of this procedure.

Confidentiality and Record Keeping

Confidentiality

All confidential information about employees, councillors or members of the public that is discussed by Lathom South Parish Council in the course of its business will be treated with strict confidentiality. Information will only be shared where it is necessary for the proper conduct of Council business or where required by law. Councillors and employees must not disclose confidential information to any third party without proper authority. Breaches of confidentiality may be considered a disciplinary matter.

Review

This document will be reviewed when the Parish Council becomes aware that there has been a significant change in the law or in the advice given by ACAS.

***Target Timescales Guidance Note**

Subject to people's availability on both sides, the following timescales will be attempted:

Grievance and appeal hearings: to arrange a meeting - normally within fourteen calendar days, excluding Bank and Public Holidays.

Written decisions: three calendar days, excluding Bank and Public Holidays