

AYLESBEARE PARISH COUNCIL

GRIEVANCE PROCEDURE

Step 1 – Statement of Grievance

The employee must set out the grievance in writing and send that statement, or a copy of it, to the Parish Council.

Step 2 – The Meeting

The Parish Council must invite the employee to attend a meeting to discuss the grievance. The meeting must not take place unless:

- a) the employee has informed the employer what the basis for the grievance was when they made the statement as required by Step 1; and
- b) the Parish Council has had a reasonable opportunity to consider its response to that information.

The employee must take all reasonable steps to attend the meeting. After the meeting the Parish Council must inform the employee of its decision in response to the grievance and notify the employee of the right to appeal against the decision if he/she is not satisfied.

Step 3 – The Appeal

If the employee does want to appeal they must inform the Parish Council.

If the employee informs the Parish Council of his/her wish to appeal, the Parish Council must invite the employee to attend a further meeting.

After the appeal meeting the Parish Council must inform the employee of its final decision.