

**YOXFORD PARISH COUNCIL**  
**GRIEVANCE PROCEDURE**

**1. Informal Grievance Procedure**

1.1 In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Chairman or the Vice-Chairman of the Council with a view to resolving the matter informally if appropriate.

1.2 If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.

**2. Formal Grievance Procedure**

2.1 The employee must set out his/her grievance in writing (“Statement of Grievance”) and provide a copy to the Chairman.

2.2 Once the Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance, the employee will be invited to attend a grievance meeting with not less than three members of the Council to discuss the matter:

2.3 The employee must take all reasonable steps to attend the meeting.

2.4 Grievance meetings will normally be convened with 14 days of the Council receiving the Statement of Grievance.

2.5 The employee has the right to be accompanied to a grievance meeting.

2.6 If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.

2.7 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Councillors time to consider the decision.

2.8 After the meeting the employee will be informed of the Council’s decision within 5 working days. The meeting may be reconvened for this purpose.

2.9 The Council’s decision will be confirmed to the employee in writing.