

GRIEVANCE PROCEDURE  
SILLOTH-ON-SOLWAY TOWN COUNCIL

1. The following procedure shall be applied to settle all disputes or grievances concerning an employee or employees of the Council (but excluding those relating to redundancy selection).

2. Principles:

- (i) It is the intention of both parties that employees should be encouraged to have direct contact with the Council to resolve their problems.
- (ii) The procedure for resolution of grievances and avoidance of disputes is available if the parties are unable to agree a solution to a problem.
- (iii) Should a matter be referred to this procedure for resolution, both parties should accept that it should be progressed as speedily as possible.
- (iv) Pending resolution of the grievance, the same conditions prior to its notification shall continue to apply, except in those circumstances where such a continuation would have damaging effects upon the Council's business.
- (v) It is agreed between the parties that where the grievance is of a collective nature, i.e. affecting more than one employee, it shall be referred initially to (ii) of the procedure.
- (vi) If the employee's immediate supervisor/manager is the subject of the grievance and for this reason the employee does not wish the grievance to be heard by him or her, it shall be referred initially to (ii) of the procedure.

3. The Procedure:

- (i) Where an employee has a grievance, he shall raise the matter with his or her immediate supervisor/manager.
- (ii) If the matter has not been resolved at (i), you may apply in writing to the Chairman of the Council for redress of any grievance relating to your employment or if you are dissatisfied with any disciplinary decision relating to yourself and the Chairman shall report any such application to a duly convened meeting of the Council.

- (iii) The matter shall be discussed and resolved by the Council after giving you the opportunity, if you so wish, to explain either personally or by trade union or other representative present with you, your application orally to the meeting. The Council shall consider any such application in the absence of the public and press and the procedure shall be in accordance with the current ACAS code of practice relating to discipline at work.
- (iv) In the event of a failure to agree, both parties will consider whether conciliation or arbitration is appropriate. The dispute shall then be referred in writing to the Advisory Conciliation and Arbitration Service, whose findings may, by mutual prior agreement, be binding on both parties.