



**GREAT
YARMOUTH**
BOROUGH COUNCIL

**Great Yarmouth Borough Council
Grievance Policy and Procedure**

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Grievance Policy and Procedure

1.0 Introduction

- 1.1 This document forms part of a suite of policies with regard to Discipline, Capability and Grievance. This policy and procedure replaces the previous policy and procedure dated April 2007.
- 1.2 This procedure has been agreed with UNISON and applies to all Council employees (other than the Managing Director and Chief Officers who are covered by separate arrangements). The procedure takes account of the ACAS Code of Practice and Guidance Notes on Disciplinary and Grievance Procedures (2009).

This policy seeks to establish a standard set of conditions, and a framework for the management of employee grievances within the Council.

2.0 Grievance Policy

- 2.1 The definition of a grievance is where an employee has a problem or concern about their work, working conditions or working relationships with colleagues that they wish to raise or have resolved. This problem can range from a general concern up to more serious allegations of bullying and discrimination.
- 2.2 This policy is designed to help managers, employees and their representatives deal with grievance situations in the workplace. It is clearly in everyone's interests to resolve problems before they can develop into major difficulties for all concerned.
- 2.3 During the grievance procedure the following principles will be applied in order to ensure that employees receive consistent and fair treatment:
 - 2.3.1 **EQUALITY AND DIVERSITY** - This procedure will be applied objectively according to the work and circumstances of the employee concerned and is designed to ensure that all employees are treated consistently and fairly, without discrimination on grounds of gender, race, disability, age, sexual orientation, religion or any other recognised grounds. The Council will make every effort to address the needs of those employees with a recognised disability, and reasonable adjustments will be made to working arrangements so as to ensure that no disabled person is placed at a disadvantage.

2.3.2 CONFIDENTIALITY - Confidentiality should be maintained by all those involved, including the employee and their union representative, at all stages throughout the procedure by ensuring that only those people who need to know have access to details. While respecting confidentiality, it is important that the employee is free to discuss issues with their trade union representative or work colleague who may be able to assist or support them through what is acknowledged to be difficult circumstances. Written records will be treated as confidential.

2.3.3 FAIRNESS - Whenever a grievance process is being followed it is important to deal with issues fairly. There are a number of elements to this:

- Employers and employees should raise and deal with issues **promptly** and should not unreasonably delay meetings, decisions or confirmation of those decisions.
- Employers and employees should act **consistently**.
- The Council will carry out any necessary **investigations**, to establish the facts of the case.
- The Council will **inform** employees of the basis of the hearing and give them the opportunity to **put their case** before any decisions are made.
- The Council will allow employees to be **accompanied** at any formal grievance meeting.
- The Council will allow an employee to **appeal** against any formal decision made.

3.0 Bullying and Harassment

3.1 The Council is committed to eradicating all forms of bullying and harassment and believe that no one should be subjected to bullying, harassment or victimisation. If an employee believes that they have been subjected to bullying or harassment the issues should be raised under this procedure, using the grievance form as appropriate. Guidance on what constitutes bullying behaviour, the obligations on all employees and managers to address issues of bullying and harassment and guidance on handling cases of alleged harassment are included in Appendix 1 – Anti Bullying and Harassment Policy.

4.0 Informal Grievance Procedure

- 4.1 If an employee has a grievance or concern they should, in the first instance, raise this issue with their line manager. If an employee feels unable to discuss the matter with their direct line manager they should raise it with the next manager up in the management structure or contact a member of the Human Resources team. The employee and the manager to whom the grievance is raised should make every effort to resolve the issue.
- 4.2 The manager and employee should meet to discuss the issue that is causing the employee concern. During this meeting the manager should ascertain what the employee's concern is and how the employee would like this matter resolved. The employee would not normally be accompanied at this meeting by a trade union representative or a work colleague, but can if they choose to. It may be necessary for the manager to investigate the issue further and he or she should keep the employee informed of their progress in doing so. Once the manager has concluded their investigation he or she should seek to meet with the employee to inform them of the outcome of their findings.
- 4.4 Where the grievance is about the behaviour of another employee, mediation should be considered as a possible solution at this stage. Mediation is a process where a neutral person – the mediator – works with the individuals who have a disagreement to help them find a solution and reach an agreement that will sort out their problem or improve the situation. The mediator will not take sides or judge who is right or wrong. The aim of mediation is to find a way of reaching a resolution to a matter so that the two individuals can work together and agree a way forward.

5.0 Formal Grievance Procedure

- 5.1 Where the employee feels that a satisfactory resolution has not been reached informally, the employee should raise this issue formally by completing Section A1 of the Grievance Form (GR1) Appendix 4. The manager should assist the employee to do this if the employee wishes them to. This should detail any informal attempts to resolve the situation.
- 5.2 The employee should submit a copy of the form to their Head of Service (unless the grievance is about that Head of Service, in which case it should be submitted to the next manager up in the management structure) and a copy to Human Resources. The formal procedure commences when the Head of Service receives the Grievance Form.
- 5.3 The Head of Service will appoint an investigator(s) and will inform the employee who will be investigating their grievance within one week of

- receipt of the form. The employee's Service Unit Manager will normally investigate the grievance, however if he or she are involved in the case the employee's Head of Service will appoint an alternative investigator(s).
- 5.4 If the grievance is against a specific individual(s), the individual's line manager will be informed that the grievance has been raised and that an investigation will be undertaken. That manager must then inform the accused employee(s) that a grievance has been raised which involves them, outlining what the grievance is regarding and giving the name(s) of the investigator(s) as well as providing suitable support to the individual.
 - 5.5 The Human Resources Manager will arrange a 'grievance hearing'. The hearing will normally be held within six weeks from the date of appointing the investigator(s). The Chairperson of the meeting will normally be the employee's Head of Service, however if the Head of Service is involved in the case an alternative Chairperson will be appointed.
 - 5.6 The Human Resources Manager will inform the employee, their line manager and the investigator(s) of the date of the grievance hearing.
 - 5.7 The investigator(s) will meet with the employee who has raised the grievance within 5 clear working days of being appointed, to establish the basis of the grievance and the desired outcome. The employee may be accompanied at this meeting, and any subsequent meetings, by a representative.
 - 5.8 Where relevant, the investigator(s) will then meet with the employee against whom the allegations have been raised within 10 clear working days. This employee may be accompanied at this meeting, and any subsequent meetings, by a representative.
 - 5.9 During the investigation, other employees may be approached by the investigator(s) and asked to provide a witness statement. An employee should act as a witness if asked to do so, as this is usually a reasonable managerial request. Witnesses should be aware that it will not be possible to withdraw their information once given to investigators, though they will have the opportunity to see the notes of the meeting, suggest any changes they feel are needed and sign off the notes once completed.
 - 5.10 Witnesses should make every effort to attend the meeting with the investigators and will be supported by managers to do so. Investigations take priority over most other work commitments. Witnesses can bring a work colleague to this meeting for support if they wish.
 - 5.11 Witness statements will normally be included as part of the investigation report and made available to the employee whom the investigation

concerns. In exceptional circumstances, where an employee feels that acting as a witness could endanger their safety, consideration will be given to not including the witness statement in the full report.

- 5.12 The Investigator(s) will complete the investigation as quickly as possible and write an investigation report within 20 clear working days of being appointed and this will be submitted to the Head of Service, with a copy to Human Resources. .
- 5.13 The grievance investigation report will be distributed to the employee and their line manager within 5 clear working days of receipt by Human Resources.
- 5.14 Both parties must provide Human Resources with details of any witnesses to be called within 3 clear working days of the grievance hearing.

6.0 The Employee's Representative

- 6.1. The employee may be accompanied at all stages of the formal grievance procedure. Where the procedure refers to the 'employee's representative', this refers to a named individual who will support the employee throughout the process. This individual can be a trade union official or a work colleague who is an employee of the Council not involved in the case, but is not a close relative and is not acting in a legal capacity.

7.0 The Grievance Hearing

- 7.1 Employees (and their representatives) should make every effort to attend the grievance hearing. If an employee feels that they are unfit to attend they should contact the Head of Service who is due to chair the hearing. It may be appropriate to seek advice from Human Resources and/or seek a medical opinion from the Council's Occupational Health provider. If the employee fails to attend the arranged occupational health appointment, the hearing will normally go ahead and a decision will be made based on the information available.
- 7.2 If the employee fails to attend the arranged hearing, the hearing will be re-arranged. If the employee fails to attend the re-arranged hearing, the hearing will go ahead in their absence and a decision will be made based on the information available. In exceptional circumstances the employee may send their representative to the hearing on their behalf.
- 7.3 The Chairperson of the Grievance Hearing will:
 - Introduce those present to the employee and explain their roles

- Introduce and explain the role of the employee representative (if present)
- Explain the purpose of the hearing
- Explain how the hearing will be conducted (The procedure used can be found in Appendix 2)
- Invite the employee to re-state their grievance and how they would like to see it resolved
- Consider adjourning the meeting if it is necessary to investigate any new facts which arise
- Conclude the hearing by stating the decision that has been made and confirming what action, if any, should be taken, by whom and the agreed timescales

7.4 The Chairperson will state at the close of the hearing that the decision reached will be confirmed in writing within 5 clear working days of the hearing and that the employee has the right to appeal against the decision reached.

7.5 After the meeting, the Chairperson will complete Section B of the form and will send the form to the employee with the letter confirming the decision reached at the hearing. A copy of the form and the letter will be given to Human Resources.

7.6 Where the grievance was raised against another employee, the Chairperson of the grievance hearing will also communicate the outcome and any recommendations to the Head of Service of that employee. The Head of Service will then communicate it to the employee concerned and act on any recommendations as required. This will be done within 10 clear working days of the hearing.

8. The Grievance Appeals Process

8.1 If the employee is dissatisfied with the outcome of the grievance hearing, the employee has the right to appeal against the decision made. The employee should write to the Chairperson of the hearing stating that they wish to appeal against the decision and the reasons for this appeal within 10 clear working days of receipt of the letter confirming the outcome of the grievance hearing. The employee should also complete Section B2 of the form.

8.2 The appeal will be placed on the agenda of the Appeals Committee. Member Services will give the employee notice, in writing, at least 5 clear working days in advance of the time and place of the meeting of the Committee at which the grievance appeal is to be considered. The Appeals Committee Meeting should normally occur within 20 clear working days of receipt of the written request.

- 8.3 At the Appeals Committee Meeting the employee may appear in person and has the right to be accompanied by a representative. The procedure used can be found in Appendix 3. The Committee may choose to uphold or reject the appeal. This decision is final within the Council's procedure.
- 8.4 The employee will receive written confirmation from the Member Services Officer of the Committee's decision within 7 clear working days of the decision being made. The Member Services Officer will also send copies of the written confirmation to the Head of Service and Human Resources. The Adviser to the Appeals Committee will complete Section C2 of the Form.
- 8.5 Where the grievance was raised against another employee the Chairperson of the original Grievance Hearing will communicate the outcome of the Appeal Hearing to the Head of Service of that employee. The Head of Service will then communicate it to the employee concerned and act on any recommendations as required.

9.0 Implementation

- 9.1 This policy will initially be implemented through the Heads of Service and Service Unit Managers of the Council.
- 9.3 An email will be sent to all employees to make them aware of the policy.
- 9.4 It is the responsibility of managers to ensure that new employees receive information about this policy and procedure. Human Resources shall include this policy in the employee handbook and will add the Policy to its list of policy issues provided to any new starters. Managers must also ensure that any changes to this policy are effectively communicated within their areas of responsibility.

10.0 Compliance

- 10.1 Managers are responsible for ensuring that employees are aware of the location of this policy. In addition, managers are responsible for keeping employees up to date about any changes within the policy.
- 10.2 All employees that are designated as employees of the Council are obliged to adhere to this policy.

Human Resources have a responsibility to advise the Head of Services, Service Managers or individuals on all aspects of this policy.

Trades Unions can advise individuals on all aspects of this policy, and may represent/accompany the individual at meetings/hearings.

11.0 Equality Impact Assessment

Is available on request

12.0 Health and Safety

12.1 There are no direct health and safety implications arising from this policy, however a suspension process risk assessment may require to be completed in occasional cases

13.0 Reference Documents

13.1 This Policy should be read in conjunction with the following legislation, regulations and Council policies:

- ACAS Code of Conduct and Guidance notes
- Disciplinary Policy
- Capability Policy
- Code of Conduct

14.0 Distribution

14.1 This Policy will be available for all the Council's designated locations and in the employee handbook. Copies will also be available on the 'I' drive and on the Council's Intranet.

15.0 Review

15.1 This Policy will be reviewed on an annual basis with the next review date being June 2012.

Appendix 1

Great Yarmouth Borough Council

Anti Bullying and Harassment Policy

1. Introduction

1.1. Great Yarmouth Borough Council is committed to ensuring that no employee or Member is subjected to bullying, harassment or victimisation during the course of their work.

1.2. This Policy aims to:

- prevent all forms of bullying & harassment by employees towards other employees of the Council
- provide a way for employees who believe they have been bullied or harassed to bring about action to stop the bullying or harassment
- reassure employees that any issue will be taken extremely seriously and with utmost confidentiality
- help identify when bullying takes place
- illustrate actions which may be regarded as bullying

1.3. All employees have a personal responsibility not to behave in a way that could be offensive to others.

1.4. It is the policy of Great Yarmouth Borough Council to support the right of all people to be treated with dignity and respect at work. It is recognised that workplace bullying and harassment has a detrimental and negative affect on individuals and therefore operational efficiency. The Council is committed to making every effort to provide a working environment free from bullying and harassment. In particular, this includes abusive or offensive behaviour or actions with regard to gender, race, sexuality, disability, religion or age.

1.5. Disciplinary action under the council's disciplinary procedure may be taken against any employee considered to be in breach of this policy.

2. Definitions

2.1. The Council defines harassment at work as: **'behaviour or attention, by the perpetrator, which is unwelcomed and unreciprocated by the recipient and which the recipient deems to be unreasonable in the circumstances and as undermining their dignity at work'**.

- 2.2. 'Bullying' is not a separate issue from harassment. While bullying can take many forms, it involves one or more forms of harassment, it is usually sustained over a period of time and in all but exceptional circumstances would be a pattern of behaviour. The Council defines bullying as **'unreasonable, offensive, intimidating, or insulting behaviour, which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines confidence and which may cause stress'**.
- 2.3. 'Victimisation' is defined as being **'unfavourable treatment against an employee as a consequence of raising a grievance, or asserting another statutory right'**.

3. Examples of Bullying and Harassment

- 3.1. This list is included to indicate some examples of bullying or harassment covered by this Policy (it is not an exhaustive list)
- Physical: unwanted physical contact or intimidation, including unnecessary touching, patting or brushing against another employee, assault, coercing sexual behaviour, physical threats, insulting or abusive behaviour or gestures.
 - Verbal: remarks about appearance, derogatory or lewd comments, innuendoes, persistent name calling, statements which are suggestive, unwelcome, abusive and offensive.
 - Behaviour that denigrates or ridicules; intimidatory or physical abuse; making threats; attempts to stir up hatred against an individual or group.
 - Other: display or circulation of material (emails, posters, magazines, calendars) which are sexually or racially offensive or degrading.
- 3.2. The following list gives more specific examples of behaviour which may amount to bullying or harassment, it is not exhaustive:
- humiliating or ridiculing others about their work
 - ordering others to work below their level of competence for no reason
 - removing areas of responsibility without consultation
 - spreading rumours or gossip
 - ignoring or sending others to 'Coventry'
 - shouting
 - pointing your finger, invading personal space, shoving, blocking or barring the way
 - suggesting that others should leave the organisation
 - being hostile to others

- constantly criticising others' work and efforts
- ignoring the views of others
- playing practical jokes on people you do not like
- setting unreasonable tasks or deadlines
- making false allegations against others
- engaging in excessive monitoring of the work of others
- removing the rights of others
- unreasonably obstructing an individual's progress at work by blocking promotion or training opportunities without a genuine business reason
- continuously or unreasonably blocking leave or preventing the use of flexi-time working hours
- causing embarrassment by disciplining staff in public
- deliberate misrepresentation of the views of senior management and misuse of position

4. **What is not Bullying or Harassment**

- 4.1 There is a need for employee performance to be managed in order to bring about the aims of the Council and this policy does not seek to diminish a manager's ability to do this. Legitimate and constructive fair criticism of an employee's performance or behaviour at work is not bullying or harassment, nor is the setting of reasonable targets for performance and the close management of underperforming employees.
- 4.2 It is also recognised that an occasional raised voice or argument does not constitute bullying. However, it is unacceptable to condone bullying behaviour under the guise of a particular management style. Effective management obtains results whilst ensuring that employees are treated with dignity and respect.

5. **Guidelines on Behaviour**

- 5.1. In determining whether you should do or say something that might be considered contentious or risky, it is useful to ask yourself the following questions:
- Would I say or do this in front of my parents and/or spouse/partner?
 - Would I say or do this in front of a colleague of the same sex (or ethnic origin, etc) as myself?
 - Would I like to see a report of this behaviour or words appear in the local newspaper?
 - Does what is being done or said, need to be said or done at all?

5.2. If the answer to any of these questions is “no” then what is being contemplated is probably best not said or done, as it may constitute an act of harassment.

6. Untrue Allegations

6.1. If an employee makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against that employee. If, however, an employee makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against that employee.

7. Considerations in Handling Cases of Alleged Harassment

7.1. It must always be remembered that:

- a. resolving situations of harassment early nearly always achieves a better outcome for everyone concerned - recipient, alleged perpetrator and management;
- b. the aim of the grievance procedure is to resolve and, if possible, to improve the situation to everyone’s satisfaction;
- c. the act or acts of harassment must be seen from the viewpoint of the recipient. It is what they perceive - not what the alleged perpetrator intended - that is important in determining whether harassment has occurred;
- d. management must consider the overall context of the situation in which the harassment took place when determining the action that will result from this procedure

8. Raising a Grievance about Bullying, Harassment or Victimisation

8.1. All cases of bullying, harassment and victimisation should be addressed; ignoring such behaviour will generally lead to the belief that such behaviour is appropriate or even welcomed and may therefore lead to the continuation or even escalation of such behaviours.

8.2. It is always best to try to reach an understanding at the earliest possible opportunity. The first step should normally be that the employee should consider talking to the person causing offence and explain how it is making them feel. They should make it clear that they consider that the person’s behaviour is unwelcome and undesirable and then **ask the harasser to stop**. It is permissible to ask for someone else to also be present if preferred.

8.3. It is important to write down what was said and/or what has happened as soon as possible. If, for example, there is a subsequent repetition, the record will be helpful if the employee decides to raise the matter under the grievance procedure. Include:

- the time, date and place
 - what happened
 - your feelings at the time and your reactions
 - the response of the harasser
 - any witnesses the effect on your work subsequently
- 8.4. If asking the perpetrator of the bullying or harassment fails to stop the behaviours the employee should follow the grievance procedure. In all but the most serious and sustained cases employees would be expected to raise the matter via the informal grievance procedure in the first instance, as the council's grievance procedure requires.

9. Support for Employees

- 9.1. The Council recognises that bullying and harassment can affect job performance and cause stress; employees will therefore be encouraged to seek help under the terms of this policy. Access to independent and trained counsellors is available to all staff, via the Norfolk Support Line on tel. 0800 169 7676. This service will be confidential between the counsellor and member of staff. No details or records will be disclosed without the explicit permission of the member of staff concerned.

Appendix 2

Procedure for Grievance Hearing

Introduction - The chairperson will introduce the parties. A representative from Human Resources will also be present to support the Chairperson.

Employee's Statement of Grievance

The employee will state their grievance and desired outcomes. As part of this witnesses may be called. The investigator(s) may ask questions of each witness. The chairperson and the representative from HR may also ask questions of the employee and the witnesses.

The Investigator's Statement of Findings

The investigator(s) will provide a summary of the investigation and its findings. As part of this witnesses may be called. The employee may ask questions of each witness. The chairperson and the representative from HR may also ask questions of the investigator(s) and the witnesses.

Re-examination - Both parties will be asked if they wish to re-examine any evidence before they proceed to the next stage.

Final Statements - Both the investigator(s) and the employee may make a final statement.

Adjournment - Either party may request an adjournment of the hearing at any stage.

Consideration of the case - All parties to the hearing will then withdraw. The chairperson, assisted by the representative from HR, will then deliberate. If it is necessary to recall either party or witness in order to clear up any point of uncertainty on the evidence given, both parties will be recalled notwithstanding the fact that only one may be concerned with the point giving rise to doubt.

Decision - The chairperson will, if possible, give a decision to the parties immediately after the hearing. On occasion, time constraints may make it necessary to adjourn the hearing in order to properly consider the information provided. In this case, a decision meeting will be arranged for a later date. In any case, the decision made will be confirmed in writing within 5 clear working days of the hearing and that the employee has the right to appeal against the decision reached.

Note: References to 'employee' include the representative acting on the employee's behalf

Appendix 3

Procedure for Appeals Committee Meeting

Introduction - The chairperson of the Appeals Committee, who may be accompanied / assisted by a representative from HR and a Legal Adviser, will introduce the parties.

Employee's Statement of Appeal

The employee will state their reason for appeal and desired outcomes. As part of this witnesses may be called. The chairperson of the Appeals Committee may ask questions of each witness. The Committee and the Advisers may also ask questions of the employee and the witnesses.

Presentation of Decision of the Chairperson of the Grievance Hearing

The Chairperson of the Grievance Hearing will provide the reasons for the decision. As part of this witnesses may be called. The employee may ask questions of each witness. The Committee and the Advisers may also ask questions of the Chairperson of the Grievance Hearing and the witnesses.

Re-examination - Both parties will be asked if they wish to re-examine any evidence before they proceed to the next stage.

Final Statements - Both the officer handling the case for the employer and the employee (last) may make a final statement.

Adjournment - Either party may request an adjournment of the hearing at any stage.

Consideration of the case - All parties to the hearing will then withdraw. The committee, assisted by the advisers, will then deliberate. If it is necessary to recall either party or witness in order to clear up any point of uncertainty on the evidence given, both parties will be recalled notwithstanding the fact that only one may be concerned with the point giving rise to doubt.

Decision - The chairperson of the committee will, if possible, give a decision to the parties immediately after the hearing. On occasion, time constraints may make it necessary to adjourn the hearing in order to properly consider the information provided. In this case, a decision meeting will be arranged for a later date. In any case, the employee will receive written confirmation from the Member Services Officer of the Committee's decision within 7 clear working days of the decision being made

Note: References to 'employee' include the representative acting on the employee's behalf

Appendix 4

Great Yarmouth Borough Council

GRIEVANCE

FORM GR1

Important Information - Please read before completing form

Prior to undertaking the formal Grievance procedure, you should seek to settle the matter informally with their manager. If an employee feels unable to discuss the matter with their direct line manager they should raise it with the next manager up in the management structure. The employee and the manager to whom the grievance is raised should make every effort to resolve the issue, or agree a solution informally at this stage.

SECTION A – Details of the Concern/Grievance

Section A1 To be completed by the individual raising the concern/grievance			
1. Employee Details:			
Name:		Job Title:	
Department:		Service Unit:	
Area:		Work Location:	
2. Your Concern/Grievance:			
Please describe in as much detail as possible what has happened, when it happened, and how it is affecting you. (Use a continuation sheet if required)			

Strictly Confidential – this form is used to both record and monitor the process and outcome of concerns raised under the Grievance Procedure

3. What is your desired outcome on raising this concern/grievance?

[Large yellow area for writing the desired outcome]

Signature:

Date:

**PLEASE NOW PASS THIS FORM TO YOUR HEAD OF SERVICE AND A COPY TO HUMAN RESOURCES
TO
INSTIGATE THE GRIEVANCE PROCEDURE**

Section A2

To be completed by Head of Service

I received this form on (date):

Signature:

Date:

Name:

Section B To be completed by the Chairperson of the Grievance Hearing	
1. Details of the Chairperson of the Meeting:	
Name: <input style="width: 90%;" type="text"/>	Job Title: <input style="width: 90%;" type="text"/>
Department: <input style="width: 90%;" type="text"/>	Extension: <input style="width: 90%;" type="text"/>
2. Grievance Hearing held on:	<input style="width: 100%;" type="text"/>
3. Who carried out the investigation?	<input style="width: 100%;" type="text"/>
5. Was it necessary to extend time limits?	Yes <input type="checkbox"/> (Give details of any extension agreements below) No <input type="checkbox"/>
6. Findings and Recommendations of Grievance Hearing: Include details of agreed actions for resolution (if applicable). (Use a continuation sheet if necessary)	
Declaration of Chair of Grievance Hearing: I have fully explained the outcome of the investigation to the individual raising the concern/grievance. I have confirmed the individual's right to appeal my decision. The individual will receive written confirmation of this outcome within 5 clear working days of the Grievance Hearing.	
Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
THE CHAIRPERSON WILL SEND A COPY OF THIS FORM TO THE EMPLOYEE WITH THE LETTER CONFIRMING THE DECISION OF THE HEARING	

Strictly Confidential – this form is used to both record and monitor the process and outcome of concerns raised under the Grievance Procedure

SECTION C – APPEALS PROCEDURE

Section C1 To be completed by Head of Service	
Signature:	Date:
Name:	
PLEASE NOW PASS THIS FORM ONTO MEMBER SERVICES	

Section C2 To be completed by the Advisor to the Appeals Committee after the Appeals Committee Meeting	
1. Details of the Advisor:	
Name:	Job Title:
Department:	Extension:
2. Date of Appeals Committee Meeting:	
5. Was it necessary to extend the time limits? Yes <input type="checkbox"/> <i>(Give details of any extension agreements below)</i> No <input type="checkbox"/>	
6. Findings and Recommendations of Appeals Committee Meeting: (Use a continuation sheet if necessary)	
Declaration of Advisor: The individual will receive written confirmation of this outcome within 7 clear working days of the Appeals Committee Meeting.	
Signature:	Date:
<u>THE COUNCIL'S GRIEVANCE PROCEDURE HAS NOW BEEN EXHAUSTED</u>	

Strictly Confidential – this form is used to both record and monitor the process and outcome of concerns raised under the Grievance Procedure