

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

24 November 2010

GRIEVANCE POLICY AND PROCEDURE

Purpose of Report

1. This report presents the updated grievance policy and procedure with the aim of having it approved by this committee.

Background

2. The current grievance policy and procedure was last revised prior to the move to a unitary authority.
3. It applies to all Wiltshire Council employees (except for teaching and non-teaching staff employed in locally managed schools) and forms part of their terms and conditions of employment.
4. The policy and procedure clearly sets out the steps which will be followed in the event that a member of staff raises a grievance to ensure consistency of treatment amongst staff.
5. The main aim of this further review was to:
 - Maintain consistency of approach by adopting the standard policy format;
 - Make the policy easy to read, understand and use;
 - Ensure the content is up to date and fit for purpose.

Main Considerations for the Council

6. In amending the policy and procedure key stakeholders were consulted including the operational human resources teams, the stakeholder panel and the unions.
7. The grievance policy and procedure reflects the ACAS code of practice, disciplinary and grievance procedures April 2009.
8. The main changes to the grievance policy and procedure are:
 - additional details have been put in to the procedure to try and make it clearer
 - there is more emphasis on using the informal part of the procedure in the first instance
 - a grievance clarification meeting has been introduced for the manager to clarify the grievance and explore what steps need to be taken, if any, prior to a formal grievance meeting. It also provides the employee with the early opportunity to meet the manager responsible for responding to their grievance and to understand how the grievance will be dealt with.

- roles and responsibilities have been added.
9. There is no longer a specific appeals procedure within the grievance policy and procedure, instead employees will use the new single appeal procedure.
 10. A toolkit of documents has been created (including letter templates, guidance notes, process flowcharts etc.) to enable smooth deployment of the policy and procedure in practice. The guidelines also outline the support available to staff raising a grievance and staff who are the subject of a grievance.

Environmental Impact of the Proposal

11. None.

Equalities Impact of the Proposal

12. An Equalities Impact Assessment was undertaken on 16 November 2010 and no negative impacts were identified.

Risk Assessment

13. None

Options Considered

14. None.

Recommendation

15. The Staffing Policy Committee is asked to support and approve the revised grievance policy and procedure.

**Barry Pirie
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The following unpublished documents have been relied on in the preparation of this Report: None