

CYNGOR SIR POWYS COUNTY COUNCIL Grievance Policy

This policy and procedure sets out Powys County Council's (the Council's) grievance process. It applies to all staff employed by the Council (except for those who are employed by schools).

It is necessary for the proper operation of Powys County Council's business and the health and safety of the Council's employees that the Council operates a grievance procedure. The Council's procedure observes the ACAS Code of Practice on grievance procedures which is issued under the Trade Union and Labour Relations (Consolidation) Act 1992 and came into effect on 6th April 2009. The following procedure will be applied fairly in all instances when dealing with an employee's grievance.

Procedure

Informal Process – An employee should first seek an early, informal discussion without resorting to the formal process. This can be with his/her line manager or another member of staff, who should then work with both parties to reach an agreed solution. Both employees and managers are expected to take responsibility for concluding this stage of the process as swiftly as possible and for ensuring that agreed timescales are kept to.

Formal Process – Any matter unresolved informally should follow the formal grievance process:

- Further attempts may be made, at this stage, to **resolve the matter informally**.
- As part of the formal process, it may first be necessary to **conduct an investigation**.
- Upon conclusion of any necessary investigation, the case will progress to a **formal grievance hearing**.
- There is a **right to appeal** against the outcome of the hearing. The decision of that appeal panel is final and signifies the end of the Council's internal procedures.

It should be noted that:

- Employees have the right to be accompanied at all stages of the formal process by a Trade Union representative or work based colleague.

Full guidance on all aspects of the above can be found in the accompanying Grievance Procedure Guidance.

This policy is linked to:

Powys County Council – Grievance Procedure Guidance

Informal Process

