

DURSLEY TOWN COUNCIL GRIEVANCE PROCEDURE

Council has a Staff Committee consisting of the Town Mayor, Deputy Town Mayor and the Chairmen of the six Standing Committees. The Staff Committee deals with staff issues but is not a disciplinary committee. Issues regarding the behaviour of Councillors should be forwarded to the Monitoring Officer at Stroud District Council

- 1) A complaint by a member of staff should be addressed to the Town Clerk, or a member of the Staff Committee.
- 2) Written invitations, giving a minimum of 3 days notice, will be sent to all concerned, inviting them to an investigatory meeting. A copy of this Grievance Procedure should be attached.
- 3) The investigatory meeting should be held as soon as possible after the complaint has been made. The purpose of the meeting is to fully investigate the allegation and to determine whether the complaint is justified and whether there are any mitigating circumstances. It is not a disciplinary hearing.
- 4) Members of staff involved in the proceedings, may be accompanied by an advisor or whoever they wish. Also in attendance at the meeting will be the Town Clerk, and / or a maximum of two Staff Committee members. An independent observer (who may or may not be a staff committee member) will also attend the meeting to ensure that the procedure is fair, and to take minutes.
- 5) Verbal, visual and/or written evidence will be considered at the investigatory meeting in order to determine whether there is a case to answer.
- 6) Action regarding the complaint will be dependent on the outcome of the investigatory meeting. If the case is considered unfounded, no action will be taken. If the case is considered justified, a second meeting will be held to consider the evidence and decide a course of action. Where the grievance alleges misconduct by an employee, the grievance will be considered as a complaint against that employee and the protocol will be that of the Disciplinary Procedure. The members of staff should be made aware of the outcome immediately following the investigatory meeting.
- 7) An appeal may be made to full Council whose decision shall be final. All meetings to be held in the absence of the press and public.