

CYNGOR TREF LLANWRTYD TOWN COUNCIL

GRIEVANCE PROCEDURE



This policy applies to Employees and Elected Members of Llanwrtyd Town Council. Although there are distinct differences in Employees, who are paid workers, and Elected Members, who fulfil their role in a voluntary capacity, the grievance procedure would still be the same. For the purpose of this document, 'Workers' will refer to Councillors and paid Employees. The Mayor is the key person; however, where the Mayor is the person raising a grievance, the Deputy Mayor would take a lead in the proceedings.

The procedure aims to ensure that the grievance procedure is fairly and consistently applied throughout, and seeks also to ensure that all concerned are aware of their rights and obligations in respect of the grievance and appeals machinery.

1. Most grievances can hopefully be resolved satisfactorily by informal discussion.
2. Where this method fails, a more formal procedure should be followed. This procedure is intended to ensure that any grievance is settled as fairly and near to the point of origin as possible.
3. The Worker should outline in writing his/her grievance, addressing this to the Mayor. The letter should contain all relevant facts and information.
4. Within 5 working days of receipt of this letter, the Mayor should make contact with the Worker to arrange a formal meeting at a mutually agreed time and place.
5. The Worker is entitled to be accompanied by a representative/colleague of his/her choice at any interview.
6. The Mayor and one other elected member should be present at the interview.
7. If, as a result of this interview, the grievance is considered to be resolved, the matter ends and a letter to this effect will be sent to the Worker.
8. If the grievance is not resolved to the Worker's satisfaction, he/she is entitled to give written notice to the Mayor within 5 working days of the formal interview that he/she wishes to lodge an appeal against the decision.
9. A Grievance Sub - Committee should be set up with three elected members not involved in the original grievance hearing so that they might hear the grievance completely independently.
10. The Grievance Sub - Committee should make contact with the Worker and arrange a mutually agreed time and venue for a meeting.
11. If, as a result of this 2nd interview, the grievance is considered to be resolved, the matter ends and a letter to this effect will be sent to the Worker.

12. If the grievance is still not resolved to the Worker's satisfaction, he/she is entitled to give written notice once more to the Mayor within 5 working days of the formal interview that they wish to lodge a second appeal against the decision.
13. A second Grievance Sub - Committee should be set up with three elected members not previously involved. The decision of this Grievance Sub - Committee will be final, and there will be no appeal against the decision.
14. This Grievance Sub - Committee should make contact with the Worker and arrange a mutually agreed time and venue for a meeting.
15. If the grievance remains, then a failure to agree will be recorded and the final decision will stand. This will be recorded on the Worker's personnel file.