



Grievance Policy

Introduction

Ledbury Town Council recognises that there may be occasions or circumstances when an employee has a concern regarding some aspect of their employment or the behaviour of other employees. It is Ledbury Town Council's policy to encourage staff to resolve these issues at an early stage and, as far as possible, informally. If this fails, or the person affected considers the matter serious enough, it should be raised formally using the Grievance Procedure.

Exclusions

The following matters cannot be considered under the procedure, except where the grievance has arisen out of the misapplication of other staff policies or procedures: -

- Disciplinary matters or appeals
- Matters relating to Income Tax, National Insurance, or any other statutory pay deductions
- Appeals against grading
- Grievance against the Council as a whole in relation to **Stage 3** of this procedure

Time Limits

- The parties to the grievance may, on occasions and only by mutual consent of all parties, modify the time limits referred to in this procedure
- If a grievance is not dealt with within the time limits laid down or modified, the employee will be entitled to move on to the next stage of the procedure
- All time limits referred to are working days and do not include weekends or public and extra statutory holidays

If it is considered that there is a case to be considered it will be carried out in accordance with the ACAS Code of Practice which can be found at: <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>

Date adopted by the Council – 30 May 2020

Date for Review – 29 May 2022