



Grivance Procedure

1. In the first instance the employee should discuss any problem with the Chairman or Vice Chairman before resorting to the formal procedure.
2. If informal discussion is not successful the employee should write to the Chairman formally stating his /her grievance.
3. The Chairman shall then invoke the Grievance Panel.
4. The adjudication of the Grievance Panel shall be given to the employee within 5 working days.
5. Should the employee be dissatisfied with the adjudication s/he may appeal to the Appeals Panel.
6. The employee has the right to be accompanied by a person of their own choice during all stages of this procedure.
7. Should the above procedures fail to resolve the problem then the services of an independent adjudicator shall be utilised.

The Rights of the Person – of – Choice

- The chosen person may address the panels on behalf of the employee, ask questions and be given time in private to confer with the employee.
- She or he cannot answer questions put to the employee by any of the panels.
- She or he shall be supplied with all the documentation given to the employee.
- A complete record shall be kept of all the above proceedings and kept in a secure place under the provisions of the Data Protection Act.

Adopted by Council 13 June 2006