

SUBJECT:	Fairness at Work (Grievance) Policy
MEETING:	CABINET
DATE:	October 2017
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

The purpose of this report is to provide a revised Grievance Policy, which is applicable to all employees including those based in schools.

This revised policy will replace the current Grievance policy for corporate staff and the Grievance Policy for those staff employed in schools.

2. RECOMMENDATIONS:

That the revised Fairness at Work (Grievance) Policy be accepted and circulated to all staff and commended to governing bodies for adoption as soon as possible.

3. KEY ISSUES:

Monmouthshire County Council is committed to providing a high quality range of services to all service users, through a healthy, motivated and committed workforce.

The purpose of the Grievance Policy is to support Monmouthshire County Council's commitment to promoting and ensuring a working environment where employees are treated with respect and courtesy.

The policy is designed to resolve problems fairly and promptly and all parties are expected to co-operate constructively in seeking to resolve matters.

This policy aims to promote a working environment where employees feel able to raise concerns, issues or problems about their work, working environment or working relationships, and to provide assurance that any issues raised will be addressed in a prompt manner. This policy has been developed to comply with the ACAS Code of Practice.

Employees are encouraged to discuss any work-related concerns, issues or problems informally in the first instance. However, it is recognised that at times it is necessary to address such concerns through a formal procedure.

Issues that may cause concern include:

- Terms and Conditions of Service
- Health and safety
- Work environment
- Discrimination
- Working practices
- Working relationships

Main changes:

- Joint policy – not separate policy for schools
- Reduction of number of ‘stages’ in the corporate procedure – to reflect ACAS guidance – and our organisational staffing structures (current policy does not ‘fit’ with our ‘leaner flatter’ structures)
- Introduction of two simple forms, as part of procedure, which ask for employee to think about resolution
- More emphasis on mediation, informal resolution; and support - for all parties
- Introduction of a paragraph on information sharing

SCHOOLS			
Current Policy		New Policy	
Stage	Heard by	Stage	Heard by
Informal stage	HT	Informal Stage	Line Manager/HT
Formal Stage 1	Governors Grievance Committee	Grievance Meeting	HT/Chair of governors or GB Grievance Committee
Formal Stage 2	Independent Grievance Panel - (panel of MCC governors selected by the CEO)	Appeal Stage	GB Appeal Committee
CORPORATE			
Current Policy		New policy	
Stage	Heard by	Stage	Heard by
Informal Stage	Line Manager	Informal Stage	Line Manager
Formal Procedure Stage 1	Next line Manager	Grievance Meeting	Next Line manager
Formal Procedure Stage 2	Next line Manager	Appeal Stage	Head of Service or Chief Officer
Formal Procedure Stage 3	Next line Manager		

4. REASONS:

The revised policy is a joint policy for corporate staff and staff employed in schools. The policy replaces existing policies, which now urgently require updating, as some references and terminology are no longer applicable.

The revised policy provides a clearer framework for resolution of issues or problems that may be raised within the work place. The revised policy provides information on support for individuals who raise a grievance or for individuals who may have a grievance brought against them, and it provides information on roles and responsibilities within the context of operating a grievance procedure.

5. RESOURCE IMPLICATIONS:

None

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The Equality Impact Assessment is attached.

7. CONSULTEES:

- All recognised trade unions
- Head-teachers
- People board
- JAG
- Cabinet

8. BACKGROUND PAPERS:

ACAS Code of Practice

9. AUTHOR:

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