



GRIEVANCE PROCEDURE OF SOUTH NORMANTON PARISH COUNCIL 2026-2027

1. Purpose & Scope

The Parish Council's aim is to encourage the resolution of employees' grievances quickly and fairly. The procedure sets out the action to be taken if an employee has a grievance.

2. Principles

The grievance procedure is designed to ensure that you are able to raise any grievance that you have about your employment or any working environment.

3. The Procedure

Any grievance you have will be dealt with in the following stages, at the Parish Council's absolute discretion:

In the first instance, your grievance may be raised on an informal basis which will normally entail a verbal discussion with the Clerk to the Council. You may, however, submit a grievance in writing on an informal basis if you so wish.

If a member of the Parish Council or staff are named within the grievance, they must not form part of the grievance process.

If you are not satisfied with the result of your informal grievance, you may submit a formal grievance, which must be in writing, to the Clerk to the Council. Where the grievance is against the Clerk to the Council, it should go to the Council Chair. You must be aware that, once you have submitted a formal grievance, the Parish Council may wish to investigate it even if you decide that you do not want to pursue it, depending on the nature of the grievance.

A Grievance Panel meeting of the Council, held in the absence of the public and the press and chaired by the Chair of the Council or, in their absence, the Vice-chair of the Council, will be convened in order for the grievance to be considered.

Should you be dissatisfied with the Panel's decision you have the right to make an appeal to an Appeals Panel of the Council which will also meet in the absence of the public and the press and be chaired by the Chair of the Council or, in their absence, the Vice-chair of the Council. The appeal panel must involve different members of the Parish Council.

The decision of the Appeals Panel will be final, with the Chair of the Council or, in their absence, the Vice-chair of the Council having the casting vote if so required.





South Normanton Parish Council

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southnormantonparishcouncil.gov.uk 

The Post Mill Centre, Market Street, South Normanton,
Derbyshire DE55 2EJ 

Office Hours: Tuesday, Wednesday & Thursday - 10am to 1pm 

4. Right to be Accompanied at a Grievance Hearing

You have the right to be accompanied to a grievance hearing by a single companion who is either a work colleague, or a trade union official so long as they have been reasonably certified in writing by their union as having experience of training as acting as a companion at grievance hearings. Your companion may be permitted to address the grievance but will not be permitted to answer questions on your behalf. If your companion is not available at the time that the Parish Council has proposed the grievance hearing, you may propose an alternative time for the hearing provided it is a reasonable time and is no further away than 5 working days after the date the Parish council had proposed the grievance meeting.

Signed

Date

Date reviewed11/02/2026.....

Date of next renewalFebruary 2027.....