

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Grievance Policy
Meeting/Date:	3 February 2016
Executive Portfolio:	Councillor S Cawley - Executive Councillor for Organisational Change and Development
Report by:	Anna Marsh – Lead HR Manager (LGSS)

Executive Summary: To present a revised Grievance Policy to Employment Panel for endorsement.

1. PURPOSE

1.1 Huntingdonshire District Council (HDC) recognises that employees may have, from time to time, concerns, problems or complaints about the action or behaviour of a manager or colleague or about the application of a Council policy or procedure. The Grievance procedure is a mechanism for employees and managers to resolve issues in a fair and timely manner without fear of recrimination.

This policy aims to:

- encourage employees to raise issues as they arise so that they can be resolved quickly and effectively, preventing these from developing into more serious disputes that have a negative impact on service delivery., and
- resolve conflict constructively for the benefit of employees, their managers and service delivery.

This Policy has been developed by the LGSS HR Advisory team through the use of HDC attended focus groups and the input from Staff Council, which has allowed it to be flexible to meet the needs of the different services within HDC.

2. BACKGROUND

2.1 The existing HDC Grievance Policy required updating to ensure a more responsive process for resolving employees' concerns.

3. KEY IMPACTS

3.1 Members' attention will be drawn to the changes to HDC Grievance Policy at the meeting and the rationale for the amendments and additions will be provided.

4. WHAT ACTIONS WILL BE TAKEN FOR IMPLEMENTATION

4.1 Following endorsement from the Employment Panel, this policy will be communicated with employees and managers.

5. CONSULTATION

- 5.1 The HR team have engaged with Staff Council and employees by means of a focus group and their comments have been taken into account in the final version of the policy.

6. OTHER IMPLICATIONS

- 6.1 An Equality Impact Assessment will be completed before implementation, once the final policy is agreed.

7. LIST OF APPENDICES INCLUDED

Appendix 1 - Grievance Policy

Recommendation(s):

Employment Panel are asked to endorse the Policy and its implementation.

Contact Officer:

Anna Marsh, Lead HR Manager (LGSS)
☎ 01480 388482