

# Personnel Committee

## Joint Staff Grievance Policy and Procedure

**19 January 2012**  
**Report of the Head of Transformation**

### PURPOSE OF REPORT

The purpose of this report is to REQUEST APPROVAL FROM THE Committee for recommendation to full Council of the new joint Staff Grievance Policy and Procedure (**APPENDIX A**). This policy is intended to cover all staff employed in both organisations.

This report is public
-----------------------

### Recommendations

---

The Committee is recommended to:

- (1) Approve the revised Joint Grievance Policy

### Executive Summary

---

#### 1 Introduction

The purpose of the Staff Grievance Policy and Procedure is to promote a working environment where all staff are treated with dignity and respect and where complaints, whatever their nature, are taken seriously and dealt with promptly, effectively and sensitively.

It is the policy of Cherwell District Council and South Northamptonshire Council that everyone should be treated fairly and without discrimination regardless of gender, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status (e.g. age, disability or sexuality).

We will not tolerate processes, attitudes or behaviour that amount to any form of discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness, stereotyping or any other reason. This commitment will be demonstrated from the most senior to the most junior positions within the Councils.

## 2 Proposals

In developing this new policy, reference has been made to both Councils existing Grievance policies and procedures.

This policy will apply to the South Northamptonshire and Cherwell District Council Joint Management Team including the Chief Executive and all employees at South Northamptonshire Council and Cherwell District Council, and will apply whenever grievances are raised. This policy will not apply to third party or partner organisations where employees are not employed directly by either Council.

All staff grievances will be managed in accordance with the new procedure set out in **APPENDIX A**.

## 3 Conclusion

- 3.1 Both Councils current have different policies for dealing with grievances or complaints so a joint approach is required to ensure all staff are covered at both Councils and this takes into consideration any legal requirements.

### **Key Issues for Consideration/Reasons for Decision and Options**

---

The Council has an obligation to ensure its policies and procedures remain up to date in relation to the law and best practise

The following options have been identified. The approach in the proposal is believed to be the best way forward:

**Option One**                      Approve the revised Joint Grievance policy.

**Option Two**                      Retain current policies

### **Consultations**

---

**Trade Union**                      The Trade Union provided feedback which has been incorporated into the revised policy.

**Staff Consultation Group**                      The Staff Consultation Group provided feedback which has been incorporated into the revised policy.

### **Implications**

---

**Financial:**                      There are no financial implications arising directly from this report.

Comments checked by Karen Muir, Corporate System accountant 01295 221559

**Legal:** There are no legal implications arising directly from this report.

Comments checked by Kevin Lane, Head of Legal and Governance

**Risk Management:** In adopting the revised policy the Council seeks to further eliminate potential risk to employees and the organisation

Comments checked by Karen Muir, Corporate System Accountant 01295 221559

**Wards Affected**

---

ALL

**Document Information**

---

<b>Appendix No</b>	<b>Title</b>
Appendix A	Joint Grievance Policy
<b>Background Papers</b>	
N/A	
<b>Report Author</b>	Anne-Marie Scott, Head of Transformation
<b>Contact Information</b>	01295 221758