

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 21 MARCH 2018

REPORT BY INTERIM HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

GRIEVANCE POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to recommend to Human Resources Committee approval of the revised Grievance Policy

RECOMMENDATIONS FOR LOCAL JOINT PANEL:

That: Human Resources Committee be advised that:

(A)	The revised Grievance Policy be approved
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1.0 Background

1.1 The Grievance Policy was last reviewed in August 2013. The council's programme of policy review is after three years or sooner in line with legislation and best practice.

1.2 The current suite of policies, are being reviewed by HR to reflect the following goals:

- Modernise them
- Clear guidance for managers and employees
- Combine policies where they use the same processes

- Clarity on responsibilities
- Create e-forms
- Review benefits attached to policies

2.0 Report

2.1 The key changes to the policy are:

- Inclusion of clear roles and responsibilities;
- Removal of the need for the employee to complete a grievance form at the informal stage to allow matters to be dealt with quickly;
- Removal of the reference to a 4 week timeframe for employees to raise a formal grievance and replaced with the wording 'without unreasonable delay' in line with the ACAS Code of Practice on Grievances
- Clearer guidance on the grievance process.

2.2 The revised Grievance Policy can be found at **Essential Reference Paper 'B'**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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