



Grievance Policy

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SECTION 1 VERSION CONTROL

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SECTION 2 BACKGROUND

It is recognised that from time to time individuals may experience difficulties/have concerns in relation to their role, working conditions or work colleagues, which may cause upset. The force is committed to creating a working environment in which individuals can express concerns or grievances without fear of recrimination.

Grievances are concerns, problems or complaints that an individual has about their work, working conditions or relationship with colleagues.

SECTION 3 AIMS / OBJECTIVES

The aim of the grievance policy is to provide a framework for addressing work-related issues or complaints with a fair, consistent and proportionate approach.

Issues that may cause grievances include:

- Terms and conditions of employment
- Health and safety
- Work relations
- Bullying and harassment
- Working environment
- New working practices/organisational change
- Discrimination

This policy does not apply in matters related to the following:

- National insurance, taxation, pension schemes or equal pay claims

- Matters which are properly dealt with within the scope of negotiations and discussions at national level in the police service and the Office of the Police and Crime Commissioner
- Procedures which have their own appeal mechanisms such as; job evaluation, capability, disciplinary (this list is not exhaustive)

SECTION 4 DETAILS

The policy applies to all staff working for the Office of the Nottinghamshire Police and Crime Commissioner. The policy must be read in conjunction with the Grievance Procedure. It becomes applicable with immediate effect.

Collective grievances are not applicable within this policy. Any collective grievance will be addressed in conjunction with the HR Department.

4.1 Informal grievance

All work related concerns should be discussed in the first instance with the immediate line manager. Many issues can be resolved through constructive dialogue. Where the issue is such that an individual may not believe it appropriate to discuss with their line manager, this should be raised with the line manager's line manager or equivalent person.

The informal stage is recommended, it does not preclude an individual from raising their grievance at the first formal stage. Individuals may be accompanied by a work colleague or trade union representative at any stage in the proceedings.

4.2 Formal grievance

The following are the principles by which all parties involved in the grievance process will act:

- A fair, timely and consistent approach will be given to all reasonable/legitimate grievances
- Line managers will acknowledge receipt of written grievances within 5 working days of receipt.
- Line managers will meet with the individual to hear their grievance and gain an understanding of what the resolution would look like.
- Individuals are afforded the right to be accompanied by a work colleague, trade union representative or staff association representative as applicable.
- Line managers will seek to resolve all grievances as soon as reasonably practical and, whenever possible within 20 working days of the individual raising the grievance with the aim of a prompt conclusion.
- Individuals should raise and management deal with issues promptly.
- Neither individuals nor the force should unreasonably delay meetings, decisions or confirmation of decisions
- Individual and the force should act consistently throughout.

The timescales will be adhered to unless events outside of the control of the Office of the Nottinghamshire Police and Crime Commissioner prevent them from being achieved.

4.3 Appeals

All staff have the right of appeal. The appeal must be made in writing to Chief Executive* within 5 working days of receipt of the notification of the grievance outcome letter. The individual should set out the grounds for the appeal against the decision.

The appeal meeting will normally be arranged within 10 working days of receipt of the written appeal.

*If the Chief Executive involves the Chief Executive, appeals should be sent to the Police and Crime Commissioner or his Deputy.

4.4 Status Quo

Should a grievance arise, the status quo will be applied i.e. the practice that applied immediately before the point of dispute arose will be maintained for the duration of the time limits specified in the procedure, unless staff/police staff/police officers/public safety is a risk, or disciplinary proceedings have commenced.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.