



## ***FULL COUNCIL REPORT***

Date Written	19 <sup>th</sup> May 2021
Report Author	Beverley Taylor
Service Area	Human Resources & Development
Exempt/Non Exempt	Non-Exempt
Committee Date	16 <sup>th</sup> June 2021

*To: Mayor, Ladies and Gentlemen*

## **GRIEVANCE POLICY & PROCEDURE**

### **1.0 SUMMARY OF THE REPORT**

- 1.1 A catalogue of Human Resources Policies were approved by Council in March 2020 as part of an ongoing review to keep our workplace policies up to date. The Equalities and Human Rights Commission (EHRC) recommends that an annual review is undertaken to reflect any changes to employment law or changes to the employer's circumstances.
- 1.2 The Grievance Policy required updating as it had not been reviewed since 2015. As Trade Union consultation was also required this Policy was not presented as part of the March 2020 review.

### **2.0 RECOMMENDATION(S) THAT**

- 2.1 The Grievance Policy be approved.
- 2.2 Delegated authority be given to the Head of Human Resources for any future amendments to the Policy, in consultation with the Portfolio Member, be approved.

### **3.0 INTRODUCTION AND BACKGROUND**

- 3.1 By raising a formal grievance an employee is indicating dissatisfaction with some aspect of their work or workplace. Managing grievances promptly and effectively

can minimise the damage and disruption and limit an employer's exposure to employment tribunal claims.

- 3.2 The Grievance Policy had not been reviewed or updated for some time and was quite confusing in its content. The text has been rewritten to be more user friendly together with the accompanying Grievance Procedure Guidance Document which clearly outlines the roles of all parties concerned as well as the steps that should be taken in how to deal, manage and resolve a grievance should an employee submit one.
- 3.3 The Policy aims to assist managers who are usually not experienced in managing staff related issues. It is good practice to always deal with a grievance, if it is ignored there is a real likelihood that the situation will escalate into something more serious. It is critical that managers are confident in managing their staff and to support this Policy.
- 3.4 The updated Policy has included consultation with Trade Unions.

#### 4.0 FINANCIAL IMPLICATION(S)

- 4.1 None.

#### 5.0 INTEGRATED IMPACT ASSESSMENT

	Positive Impacts	Negative Impacts	Neutral/Not Applicable
1. Merthyr Tydfil Well-being Objectives	0 of 4	0 of 4	4 of 4
2. Sustainable Development Principles - How have you considered the five ways of working? <ul style="list-style-type: none"> <li>• Long term</li> <li>• Prevention</li> <li>• Integration</li> <li>• Collaboration</li> <li>• Involvement</li> </ul>	3 of 5	0 of 5	2 of 5
3. Protected Characteristics (including Welsh Language)	0 of 10	0 of 10	10 of 10
4. Socio-economic Disadvantage	0 of 6	0 of 6	6 of 6
5. Consultation and Engagement	Undertaken	Due to be Undertaken	Not Required
	1 of 1	0 of 1	0 of 1
6. Data and Evidence to inform the proposal	Yes		No
	1 of 1		0 of 1

<b>7. Biodiversity and the resilience of Ecosystems</b>	<b>Maintained</b>	<b>Enhanced</b>	<b>Reduced</b>	<b>Neutral/Not Applicable</b>	
	0 of 1	0 of 1	0 of 1	1 of 1	
<b>Summary</b>					
<b>The main positive impacts are:</b>	To provide clear guidance to both managers and staff on how to deal with grievances effectively.				
<b>The main negative impacts are:</b>	No negative impacts.				

**ELLIS COOPER**  
**CHIEF EXECUTIVE**

**COUNCILLOR ANDREW BARRY**  
**CABINET MEMBER FOR GOVERNANCE**  
**AND CORPORATE SERVICES**

<b>BACKGROUND PAPERS</b>		
<b>Title of Document(s)</b>	<b>Document(s) Date</b>	<b>Document Location</b>
<b>Grievance Policy &amp; Procedure</b>		
<b>Does the report contain any issue that may impact the Council's Constitution?</b>		<b>No</b>

***Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.***