

5th July 2017

Executive Board Member:	Portfolio:
Cllr. Mair Stephens	Deputy Leader

Model Grievance Policy & Procedure for Schools

Recommendations / key decisions required:

To endorse the adoption of the Council's updated Model Grievance Policy & Procedure for Schools.

Reasons:

The 'Grievance Procedure for Schools' is outdated, having not been updated in over a decade, and doesn't reflect current practice within schools.

Directorate: Chief Executive's / People Management & Performance	Designation:	Tel No. & E Mail Address:
Name of Head of Service: Paul R. Thomas	Assistant Chief Executive (People Management & Performance)	01267 246123 PRThomas@carmarthenshire.gov.uk
Report Author: Julie Stuart	Senior Business Partner	01267 246375 JStuart@sirgar.gov.uk

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER DEPUTY LEADER
5th JULY

Model Grievance Policy & Procedure for Schools

This Grievance Policy, Procedure and Guidance have been developed to ensure that employees, managers and companions are clear about their individual roles and responsibilities for raising and resolving grievances in the workplace.

Anyone working for the School may, at some time, have problems or concerns about their work, working conditions or relationships with colleagues that they wish to discuss. It is also clear that it is in the School's interest to resolve problems before they can develop into major difficulties for all concerned.

Where the problems or concerns relate to perceived unacceptable behaviour, this policy should be read in conjunction with the School's Behavioural Standards in the Workplace Guidance. The guidance defines unacceptable behaviour and identifies strategies that everyone can use to overcome the debilitating effects of such behaviour.

This policy and procedure has been developed in line with ACAS Code of Practice 1 - Disciplinary & Grievance Procedures which came into force on 11th March 2015.

DETAILED REPORT ATTACHED?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed:  Assistant Chief Executive (People Management & Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	NONE	NONE	NONE	YES	NONE

1. Policy, Crime & Disorder and Equalities

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

2. Legal

The Model Grievance Policy & Procedure for Schools has been developed in line with ACAS and CIPD guidance.

7. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Grievance Policy & Procedure for Schools.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed:  Assistant Chief Executive (People Management & Performance)

1. Scrutiny Committee

None

2. Local Member(s)

None

3. Community / Town Council

None

4. Relevant Partners

None

5. Staff Side Representatives and other Organisations

Education & Children's Services Employee Relations Forum - 15th June 2017

Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection