



Churches of North
Bradford on Avon
& Villages

Benefice of North Bradford on Avon and Villages Grievance Procedure

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Issued by	Rev Ann Keating
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Grievance Procedure

Many grievance matters can be resolved informally but a formal policy helps the churches deal with employment disputes fairly, consistently and in accordance with equality legislation.

General

- a) At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.
- b) Grievances will be dealt with promptly and consistently.
- c) At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.
- d) An employee will have the right to appeal against any outcome of a Grievance Hearing.
- e) At no time will an employee be penalised or victimised for having raised a grievance against the Benefice.

Dealing with grievances informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your line manager. You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the Incumbent unless the complaint is about the Incumbent in which case another official can be identified to handle concerns. You should stick to the facts and avoid language that is insulting or abusive.

Grievance hearing

Your line manager will call you to a meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the line manager will give you a decision in writing, normally within 24 hours.

If it is necessary to gather further information before making a decision your manager will inform you of this and the likely timescale involved.



Grievance Procedure

Appeal

If you are unhappy with your line manager's decision and you wish to appeal you should let your line manager know.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by a nominated churchwarden. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the nominated churchwarden will give you a decision, normally within 24 hours. The nominated churchwarden's decision is final.