

## REPORT TO THE EXECUTIVE



<b>DATE</b>	<b>11<sup>th</sup> January 2010</b>
<b>PORTFOLIO</b>	<b>Resources</b>
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## Grievance Procedure

## PURPOSE

1. To seek approval to change the Council's Grievance Procedure.

## RECOMMENDATION

2. That the Executive note the report and the comments from Unison and recommend to full Council that the Procedure as attached be approved.

## REASONS FOR RECOMMENDATION

3. The Council's Grievance Procedure has been in place for a number of years and needs updating to bring into line with the latest guidance and provide clarity for both managers and employees.

## SUMMARY OF KEY POINTS

4. The Council's Grievance Procedure has been amended to ensure that it meets latest guidance and best practice and is attached to this report.
5. The amended procedure makes the process clearer and removes Elected Members from the appeals procedure. The final stage appeal will now be heard by the Head of Service or Director. A form has also been included within the procedure to assist employees in stating the nature of their grievance and their preferred remedy.
6. The procedure has been considered by the Management Team/Trade Union meetings. Unison have opposed the removal of Elected Members from the appeals procedure. Enabling Heads of Service or individual Directors to hear appeals against the lower level warnings will ensure that hearings can be conducted earlier to the benefit of all concerned.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

7. None arising from this report

**POLICY IMPLICATIONS**

8. The Council needs to have an effective Grievance Procedure which is fit for purpose and meets legislative and code of practice guidelines

**DETAILS OF CONSULTATION**

9. Management Team  
David Wilcock, Head of People & Law  
Heather Brennan, People & Development Manager  
Trade Unions  
Executive Member for Resources

Hea

**BACKGROUND PAPERS**

10. None

**FURTHER INFORMATION**

**PLEASE CONTACT:**

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**ALSO:**