

Grievance Policy

June 2022



Human Resources

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1. Purpose Statement

- 1.1 BCP Council is committed to ensuring that all colleagues are treated with dignity and respect and treat others in the same way. This policy is intended to resolve Colleague issues related to such matters as perceived unfair treatment or work-related complaints within the Council as quickly, fairly and consistently as possible.

2. Who the policy applies to?

- 2.1 This policy applies to all colleagues employed by BCP Council other than the Monitoring Officer, Section 151 Officer and Chief Executive.
- 2.2 The policy does not apply to matters for which an agreed alternative procedure exists. Please refer to the grievance procedure document for more detail.
- 2.3 This policy should be used to address bullying and harassment complaints as well as sexual harassment complaints:-

3. This policy replaces

- 3.1 This policy replaces the preceding legacy councils' Grievance and Bullying and Harassment/Dignity at Work policies.

4. Approval process

- 4.1 The terms of this policy have been agreed in conjunction with BCP recognised trade unions and approved by the Directors Strategy Group

5. Links to Council Strategies

- 5.1 The policy supports the People Strategy.

6. The Policy

- 6.1 This policy and its procedure are not intended to replace day to day management or supervision arrangements of colleagues.

- 6.2 Before raising a formal grievance, colleagues are expected, wherever possible, to make reasonable and genuine attempts to resolve issues informally and they need to be clear about the resolution they are seeking
- 6.3 Grievances need to be addressed and resolved and every effort must be made to do so at the earliest stage possible.
- 6.4 All grievances will be treated fairly with appropriate confidentiality.

7. How to use this policy

- 7.1 This policy should be used in conjunction with the [Grievance Procedure](#) the [Bullying and Harassment procedure](#) and the [Sexual Harassment procedure](#).

8. Roles and responsibilities

Manager:

- Ensures that complaints are treated in a fair, consistent and timely way.
- Resolves issues informally where possible, for example through a facilitated discussion.
- Acts as an investigating officer where appropriate.
- Undertakes appropriate learning related to this policy.

Colleague:

- Commits to informal resolution wherever possible.
- Is open minded to finding resolutions that satisfy all parties.
- Undertakes appropriate learning related to this policy.

Human Resources:

- Provides advice to Managers regarding the grievance policy and associated guidance.
Provides support at formal meetings and throughout the process, as required.

Trade Unions:

- Are available for members of recognised trade
- Supports the Colleague through the Grievance process.

9. Enforcement and sanctions

- 9.1 Managers will be accountable to manage grievances in a fair and effective way.