



General Purposes Committee
27 November 2012

**Report from the
Interim Director of Human Resources**

Wards affected:
ALL

Grievance Policy and Procedure

1.0 Summary

1.1 This report provides details of the proposed Grievance Policy and Procedure. This will replace the current Fairness at Work Policy and Procedure.

2.0 Recommendations

2.1 GP Committee is asked to agree the draft policy and procedure with effect 1st January 2013.

2.2 GP Committee is asked to authorise the Assistant Director, Human Resources (or Deputy), in consultation with the Director of Legal and Procurement (or Deputy) and then consultation with the relevant trade unions, to make such other changes as may be necessary from time to time to all HR Policies and Procedures.

3.0 Detail

3.1 The Council continually reviews its HR policy framework to align its policies and procedures to the organisational objectives and to reflect current modern HR practice, in the context of legislative change.

3.2 Brent is committed to providing a working environment which promotes the dignity at work of all employees.

3.3 This report deals with a grievance procedure for all employees. Its purpose is to ensure that questions and problems arising in the course of employment can be raised and resolved quickly, in a fair and reasonable manner.

3.4 The proposed policy and procedure, whilst more succinct than the current policy and procedure, clearly states the process that needs to be followed to resolve concerns. The focus is on informal resolution.

3.5 The key points to note are that the new policy and procedure:

- Recognises that honest and open communication is key to maintaining a workplace which promotes the dignity at work of all employees.
- Promotes the use of informal resolution and raising concerns at the earliest opportunity.
- The policy and procedure will be instigated where matters cannot be resolved informally.
- Introduces a collective grievance procedure.

4.0 Implementation date

4.1 It is recommended that the policy becomes live on 1st January 2013. A communications plan has been developed to support roll out of the policy and guidance for managers to support implementation of new arrangements.

5.0 Financial Implications

5.1 There are no specific financial implications.

6.0 Legal Implications

8.1 The policy is underpinned by the Employment Act 2002 and the Equality Act 2010.

8.2 The policy adheres to the basic principles of fairness in the ACAS Code of Practice: Disciplinary and Grievance Procedures (April 2009).

8.3 The policy is non-contractual and may, subject to applicable legislation, be amended or withdrawn by Brent at any time.

9.0 Diversity Implications

9.1 The policy and procedure is applicable to all staff and provides a consistent approach to support employees raise grievances formally, where informal resolution is not effective or appropriate. Grievance action is in accordance with the Council's equality duties and will be continually monitored to ensure compliance.

10.0 Staffing/Accommodation Implications

10.1 There are no other implications in addition to those otherwise set out in the report.

Background Papers

Draft Grievance Policy and Procedure is appended to this report.

Contact Officer

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