



St Andrew's, Alresford  
St Anne & St Laurence, Elmstead Market  
St Mary Magdalen, Frating with Thorrington

## Tenpenny Villages

### Grievance Procedure

#### Purpose and Scope

The aim of the Parochial Church Council ('PCCs') of Tenpenny Villages Benefice is to create an environment that promotes open communication, enabling free and informal discussion of any work related problems. Occasionally however, problems will arise which may only be resolved through a more formal process and this is outlined below in this Grievance procedure. It is also the church's intention to ensure that employees or volunteers with a grievance relating to their employment can apply this procedure to help to resolve issues as quickly and as fairly as possible.

A grievance has been defined by ACAS (Advisory, Conciliation and Arbitration Service) as 'a concern, problem or complaint that employees raise with their employers'.

This policy applies to all employees (and volunteers when deemed necessary) who have a grievance relating to their employment with Tenpenny Villages Benefice.

**If a grievance relates to or includes an allegation that a child or vulnerable adult has been harmed or is at risk of harm, it must be responded to through the Diocesan Safeguarding Policy.**

#### Informal Discussions

If an employee/volunteer feels that they have a grievance regarding their employment, they should discuss this in the first instance informally with the Rector. The Rector and the employee/volunteer should endeavour to resolve the grievance through discussion, problem solving, mediation and negotiation. Hopefully the majority of concerns will be resolved in this way.

#### Step 1

If an employee/volunteer feels that a grievance has not been resolved through informal discussion the grievance should be submitted in writing to the Rector. If the Rector is the subject of the grievance, the grievance should be taken to a Churchwarden or Area Dean or Archdeacon.

The employee/volunteer will be invited in writing to a meeting to discuss the grievance and advised of their right to be accompanied to the meeting by a trade union representative or a fellow work place colleague. The person accompanying the employee/volunteer may speak at the meeting, confer with the employee/volunteer during the meeting but may not answer questions on behalf of the employee/volunteer.

The employee/volunteer should be given at least 48 hours' notice of the time and place of the meeting.

A panel consisting of the Rector or churchwarden and two members of the PCC will meet with the employee/volunteer to listen to and note the facts of the grievance. Details relating to the grievance will be given to the subject of the grievance if appropriate and they will subsequently be interviewed by the panel to give their response. The panel may then interview any other relevant parties.

After due consideration the panel will give the employee/volunteer a decision in writing. Where possible this should be within one week of the meeting. The response should detail the action the PCC intends to take to resolve the grievance.

The employee/volunteer will be informed of their right to appeal if they are not content with the action taken.

## **Stage 2**

Where the employee/volunteer feels that their grievance has not been satisfactorily resolved they should appeal. The Rector or churchwarden should be informed of the grounds for the appeal in writing.

This appeal should be conducted by a panel of three members of the PCC who have not been involved in the earlier stages of the procedure. The employee/volunteer will be notified of the time and place of the meeting and given at least 48 hours' notice. The employee/volunteer will also be advised of their right to be accompanied by a trade union representative or work colleague.

The panel will meet with the employee/volunteer, the subject of the grievance if appropriate and the Rector or churchwarden who investigated the grievance at Stage 1. The panel may interview any other relevant parties.

After due consideration the panel will give the employee/volunteer a decision in writing, where possible within one week of the meeting.

The decision of this panel representing the PCC will be final.

## References

[www.acas.org.uk](http://www.acas.org.uk)- Code of Practice on Disciplinary and Grievance Procedures.

Policy reviewed and agreed: May 2023