

Report to:	Joint Staff Advisory Committee
Date:	3 March 2021
Title:	Grievance Policy
Report of:	Helen Knight, Head of HR
Ward(s):	All
Purpose of report:	To align the policies of Lewes District and Eastbourne Borough Councils regarding the Councils' grievance procedure.
Officer recommendation(s):	1) That the proposed newly aligned policy be noted; and 2) That the Head of HR be recommended to approve implement the newly aligned Grievance Procedure.
Reasons for recommendations:	To ensure that the Councils have an aligned grievance procedure.
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1 Introduction

- 1.1 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices.
- 1.2 A review of the existing policies regarding flexible working across Lewes and Eastbourne has been undertaken and a new policy developed.
- 1.3 There are no significant changes to the policies previously held by both councils, aside from one point regarding appeal hearings in that the Assistant Director or Head of HR shall invite two elected members of the councils joint staff committee to be part of the panel, the third member will be a manager more senior than the person who considered the grievance at Stage Two and who has not been involved previously in the Grievance procedure.

2 Information

- 2.1 This revised policy will be implemented by publication on the council intranet known as 'The Hub' following approval with communication to all staff and training and guidance issued to managers.

2.2 Unison has been consulted on the new policy and did not have any comments.

3 Resource Implications

3.1 The implementation of this revised policy should have no financial impact.

4 Conclusion

4.1 The members of Joint Staff Advisory Committee are asked to note this report.

5 Financial appraisal

5.1 There are no financial implications.

6 Legal implications

6.1 There are no legal implications arising directly from this report.

7 Appendices

7.1 Appendix 1 - Eastbourne Borough Council and Lewes District Council aligned Grievance Procedure

7.2 Appendix 1a - Notification of Grievance Stage 2 Form

7.3 Appendix 2 - Equality and Fairness Analysis on aligned Grievance Procedure

8 Background papers

8.1 There are none.