



# St John the Baptist Church Kingston Bagpuize with Southmoor

Ref. SJB - P6

## Grievance and Appeal Policy & Procedure

### Purpose and Scope

It is the PCC's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and fairly as possible.

### Informal discussions

If you have a grievance about your employment you should discuss it informally with your immediate supervisor so that the grievance can be immediately investigated and resolved. We hope that the majority of concerns will be resolved at this stage.

### Procedure

#### Stage 1

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to your immediate supervisor. The supervisor must give a response in writing within five working days in an endeavour to resolve the matter.

#### Stage 2

If the matter is not resolved, you may raise the matter, in writing, with the Management Committee, who will arrange a meeting where you will be able to discuss your grievance. You may be accompanied at this meeting by a fellow worker of your choice or by a trade union official. The Management Committee must then send you a written response within five working days. All copies of correspondence will be placed on your personal file.

#### Stage 3

If the matter is not resolved to your satisfaction, you may appeal against the decision.

### Appeals

An employee who wishes to appeal against any grievance decision must do so to the named person in the organisation within five working days. The employer will hear the appeal and decide the case as impartially as possible.

### Appeal Panel

Author  
Reviewer

Susan Green  
Julie Carpenter

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Authorised at PCC meeting held on 18 January 2016  
Review date March 2017



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The Appeal Panel should consist of one CFW Management Committee member, one member of the PCC and one independent person who shall act as Chairperson. The employee will be invited to attend the appeal panel, with a friend/representative if required. The meeting shall be held as informally as possible. The Chairperson should explain the purpose of the meeting, introduce the members and emphasise confidentiality. Written and verbal presentations may be made to the panel. Proceedings should be minuted. People making presentations can be asked questions.

The Appeal Panel should make recommendations on the grievance to the Vicar within 7 days. The Chairperson will consult with the panel and a decision made. This decision will be made known to the employee in writing within 28 days of the panel meeting, outlining the reasons for the decision and any action proposed as a result.

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Reviewer

Susan Green  
Julie Carpenter

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