

**Grievance Procedure**  
**WDA/26/07**

Recommendation that:

1. the Authority approve the Grievance Procedure attached at Appendix 2, subject to staff consultation.
2. delegated powers be given to the Director to agree minor amendments to the Grievance Procedure, which do not fundamentally alter the procedure.

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**Report of the Director of Waste Disposal**

**1. Purpose of the Report**

To seek Members' approval to the revised Authority Grievance Procedure.

**2. Background**

2.1 The Authority currently has a Grievance Procedure which applies to all employees wishing to air any grievance. (Appendix 1)

2.2 The current procedure is designed to deal with individual grievances, and has a lengthy process of appeal mechanisms up to and including Appeal Committee Level.

2.3 The Procedure as it stands, allows all grievances to reach Appeal Committee Level, which is often a time consuming process and does not allow for a quick redress of the grievance, and can result in bad employee relations.

2.4 In light of new legislative employment guidance, the current grievance procedure no longer reflects best practice.

**2. Current Situation**

3.1 The Employment Act 2002 (Dispute Resolution) Regulations 2004 introduced the new statutory three-stage grievance procedure, with the emphasis on settling the grievance fairly, quickly and as close to the point of origin.

3.2 A revised Grievance Procedure is attached for Members' consideration. (Appendix 2)

3.3 The revised grievance procedure clearly identifies the three process stages which will ensure that the grievance is dealt with quickly.

- 3.3 The revised procedure eliminates the need for Appeal Committee Level except for instances relating to disciplinary or capability matters or grading referrals, which will be reflected in the Appeals Committee's Terms of Reference (WDA19/07), subject to Members' approval of this procedure.
- 3.4 The final stage (stage3) of the revised procedure identifies the Director as the final level of appeal. However, the procedure does identify that in some circumstances and subject to mutual agreement between the parties, the matter can be considered through the National conciliation machinery.

#### **4. Consultation**

Approval of the revised Grievance Procedure is subject to consultation with staff.

#### **5. Financial Implications**

There are no financial implications associated with the implementation of the revised Grievance Procedure

#### **6. Conclusion**

The Director recommends that Members approve the revised Grievance Procedure.

The contact officer for this report is Mrs P Pocock, MWDA, 6<sup>th</sup> Floor, North House, 17 North John Street, Liverpool, L2 5QY.

Tel: 0151 255 1444

Fax: 0151 227 1848

E-mail : [paula.pocock@merseysidewda.gov.uk](mailto:paula.pocock@merseysidewda.gov.uk)

The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil

