**PAROCHIAL CHURCH COUNCIL OF ST PETER’S, STREATHAM**

 **GRIEVANCE PROCEDURE**

**Purpose**

It is the Parochial Church Council’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.

**Scope**

This procedure is for the use of all staff employed by the Parochial Church Council (PCC) of St Peter’s, Streatham. It is intended to apply to a wide range of issues relating to the treatment of staff by their managers, supervisors and colleagues at or in connection with their work but it is not intended to be used where there is an alternative process for addressing matters (for example, an appeal against a disciplinary or capability decision).

**Informal discussions**

If you have a grievance about your employment you should discuss it informally with your immediate supervisor. The PCC hopes that the majority of concerns will be resolved at this stage. The formal Grievance Procedure should only be used after normal and healthy dialogue has failed to resolve the issue.

**Procedure**

**Stage 1**

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

**Stage 2**

If the matter is not resolved, you may raise the matter, in writing, with the vicar, who must meet you within one week. You may be accompanied at this meeting by a fellow worker of your choice or by a trade union official. The vicar may also be accompanied by an advisor. The vicar must give you a written response within one week of the meeting. The response must draw your attention to your right to appeal.

**Stage 3**

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

**Appeals**

An employee who wishes to appeal against the response (or lack of response) to any grievance must do so in writing to the Secretary of the PCC within one week giving the reason for your appeal. The PCC will appoint a panel of at least three and not more than five members who will meet with you to hear your grievance. The meeting will take place as soon as practicable and within one month of your written notice of appeal. At the meeting you may be accompanied by a fellow worker of your choice or a trade union official. The panel may be accompanied by an advisor and will conduct such investigations as it may deem appropriate. The panel will provide a written response within two weeks of the meeting.

Adopted by the PCC on

22nd January 2025