

HAMBLETON PARISH COUNCIL

GRIEVANCE PROCEDURE (FOR FORMER EMPLOYEES)

4.1. If an ex-employee wishes to raise a grievance, he or she must set out their grievance and the basis for that grievance in writing and provide a copy to the Chairman.

4.2. Following receipt of a statement of grievance pursuant to 4.1. above, the Council will either write to the ex-employee inviting him or her to attend a meeting to discuss the grievance, or to ask for the ex-employee's agreement to the Council responding to the grievance in writing.

4.2.1. If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the council writing to them pursuant to 4.2 above, steps 3 to 6 of the standard council grievance procedure will be followed. The meeting will be conducted by the Council's Staffing Committee.

4.2.2. If the ex-employee does agree to the matter being dealt with by correspondence, the Council's Staffing Committee will consider his or her grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the council's decision.

Reviewed and approved at a meeting held on 6th October 2026

Signed:
Chairman

Date: