



# **An Daras Multi Academy Trust**

## **Staff Grievance Policy**

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status: <b>Approved</b>	
Recommended	
Statutory	Yes
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Advisory Committee	RSS
Linked Documents and Policies	ADMAT Whole School Pay Policy ADMAT Disciplinary Policy ADMAT Redundancy Policy

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Where an employment problem is considered by the member of staff to be of a sufficiently serious nature to be termed as a 'grievance', the matter has not been resolved as a result of an informal approach or it is considered inappropriate to deal with the matter on an informal basis, the member of staff may invoke the Grievance Procedure.

This procedure is designed to achieve the objectives referred to in the above policy statement in an effective and efficient manner. This policy applies to all staff in the individual academy schools within the An Daras Trust.

## Application of the Procedure (applies to ALL elements of the Procedure)

At all stages of the procedure, the member of staff raising the grievance is entitled to take advice from and be accompanied or represented by a workplace colleague or trade union representative. Staff are encouraged to consult their trade union representatives or professional associations prior to invoking the grievance procedure.

Where the member of staff chooses not to be accompanied or represented by a workplace colleague or trade union representative it will be noted in the written summary that representation was offered and declined.

The parties may, by mutual agreement, modify the time limits referred to in this procedure and the procedure will end at the Local Governing Advisory Body, apart from grievances against the CEO/Executive Head Teacher which will end at the Board of Directors.

To avoid delay the staff member may elect to proceed to the next stage of the procedure if the complaint has not been dealt with within **twenty academy working days** at any stage.

## Stage One

If a member of staff has a personal work-related grievance or problem he/she should raise the matter initially with his/her line manager, specifying that he/she wishes to utilise the formal stage of the procedure, giving details of the grievance and the remedy sought (if appropriate).

This would normally be carried out by a written note, but does not preclude a direct personal approach, particularly if the issue involves a sensitive or personal matter. On notification of a formal grievance, a meeting will be arranged with the member of staff as soon as is reasonably practicable. Even if the first meeting is of an exploratory nature it should normally take place within **five academy working days** of notification of the grievance.

At the meeting the line manager will listen to the details of the grievance and will endeavour, in conjunction with the staff member, to devise an appropriate resolution.

A written summary of the contents of the meeting must be made by the line manager, signed by both parties and a copy kept confidentially on file. (Alternatively, the staff member may consider that the issue is not appropriate to raise with his/her own immediate line manager. In this event the staff member may submit his/her grievance at Stage Two without utilising Stage One).

## Stage Two

If the staff member is not satisfied with the progress made after the first meeting, disagrees with the decision that was made at the meeting or cannot accept the proposed period before action is to be taken he/she may decide to refer the matter to Stage Two of the procedure.

Stage Two grievances must be put in writing to the Head of School giving full particulars and stating what remedy the staff member seeks. The Head of School (or senior member of staff in the absence of the Head of School) will arrange, where practicable, a meeting within **ten academy working days** of receiving notification the grievance.

The Head of School will seek to resolve the problem personally and/or in consultation with other relevant staff. After due consideration, the Head of School will give a decision (on action to be taken) in writing, within **five academy working days** of the meeting. In reaching a decision, the Head of School may, with the member of staff's agreement, consult with the CEO/Executive Head teacher, Chair of the Local Governing Advisory Body, the Trust Board of Directors or the member of staff's trade union representative.

## Stage Three

Should the grievance continue to be unresolved, the staff member may proceed to Stage Three of the procedure by referring the matter to a Committee of Local Governing Advisory Body (established for the purpose of hearing the grievance).

The grievance should be referred by the staff member to the Committee in writing, via the Head of School or if the Head of School is the subject of the grievance, to the Chair of the Local Governing Advisory Body, within **five academy working days** of receiving written notification of the decision/outcome of the meeting with the Head of School at Stage Two.

A hearing by the committee should be arranged (by the Chair of the Local Governing Advisory Body) where practicable within **ten academy working days** of receipt of the written grievance.

If the CEO/Executive Head teacher is the subject of the grievance it should be communicated in writing to the Chair of the Trust Board of Directors. A hearing by a committee of directors should be arranged (by the Chair of the Trust Board) where practicable within **ten academy working days** of receipt of the written grievance.

The parties concerned will make their submissions to the Committee who should be sent all relevant documents in advance of the hearing within a timeframe determined by the Committee. The Committee may wish to invite representatives of the Human Resources advisors employed by the Trust to advise as appropriate.

The decision regarding the outcome of the grievance will be given at the hearing and confirmed in writing within **five academy working days** of the hearing.