

**POLICE AND CRIME  
COMMISSIONER FOR  
LEICESTERSHIRE**

**ETHICS, INTEGRITY AND  
COMPLAINTS COMMITTEE**

PAPER MARKED

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Report of	CHIEF CONSTABLE
Subject	NEW GRIEVANCE RESOLUTION PROCEDURE 2019
Date	FRIDAY 21 JUNE 2019 – 2:00 p.m.
Author	LYNNE WOODWARD

**Purpose of Report**

1. The purpose of this report is to provide a brief update on the proposed new grievance resolution procedure.

**Recommendation**

2. The Board are asked to note the new procedure.

**Background**

3. Leicestershire Police have had a grievance procedure for over 25 years. This procedure has been amended and changed several times during that time. This has included major rewrites and also small amendments, depending on national legislation, changes in guidance and case law.

**Current position**

4. The current grievance resolution procedure has been subjected to extensive consultation with a variety of internal stakeholders providing feedback, including staff associations and trade unions. This also includes staff who have raised grievances, been named in grievances and grievance handlers. The attached new procedure is the result of that consultation.
5. The JNCC committee which is the formal trade union negotiating committee approved and signed off the grievance procedure in early May.
6. Due to the fact that grievances are monitored from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, the new procedure will be launched on the 1<sup>st</sup> July 2019, at the beginning of a new quarter. Work is currently ongoing to provide

## NOT PROTECTIVELY MARKED

communication messages and guidance on the new procedure. A new grievance form has also been developed. It is hoped this will encourage those raising the grievance to be clearer on what type of grievance has been raised. We ask those staff raising a grievance to identify if their grievance is about behaviour, management style or an unfair process. The new form also gives a number of categories for what type of resolution the aggrieved might want. It is hoped that this will ensure that the grievance handler is clear from the outset what a resolution might look like.

7. On average the Force have approximately 35 grievances every year. But there have been extremes, with a recent year having nearly 60 grievances, whilst a previous year had about 9.
8. The new grievance procedure and forms are attached to this report.

### **Conclusion**

9. The Force have updated their current grievance resolution procedure and the grievances continue to be monitored at the Chief's Strategic Equality and Fairness board which meet quarterly. Grievances are also scrutinised at Op Fox and also where relevant at the Getting it Right first time meeting.

### **Implications**

Financial :

Legal :

Equality Impact Assessment : Assist in creating a diverse workforce.

Risks and Impact :

Link to Police and Crime Plan : Developing a diverse workforce

Communications :

### **List of Appendices**

A - Grievance Resolution Procedure

B - Grievance Resolution Form

### **Background Papers**

None

### **Person to Contact**

Ms L Woodward

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**Part C: To be completed by the manager dealing with the appeal**

**1. Please complete the following information:**

Rank / Title	
Collar / ID	
First Name	
Last name	

**2. Please provide the following information:**

Date appeal received	
Date meeting arranged	
Date of appeal meeting	

**3. Who attended the initial meeting and in what capacity?**

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**4. Please re-confirm by deleting which heading(s) the appeal falls within to re-iterate what the key issues are:**

Behaviour	Management Style	Unfair Process
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**5. Please select from the drop down box below to re-confirm that the concern(s) raised within the appeal can be dealt with under the grievance procedure:**

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**6. Please re-confirm by deleting the outcome / changes requested by the individual(s):**

Apology	Change in behaviour	Coaching / mentoring
Development Plan	Mediation	Process Change
Training	Understanding the impact of the behaviour	

**7. Please state what actions have been agreed: (maximum 30 words per action)**

Action 1	
Action 2	
Action 3	
Action 4	
Action 5	
Action 6	

**8. Notes of meetings should be documented and made available to those present at the meeting(s). Please also e-mail to the 'Grievance Mailbox'. 2**

**9. Please provide the following information:**

Date meeting arranged to discuss the outcome. This will be within 21 calendar days of the initial meeting.	
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**10. Please select whether the appeal is supported in your findings:**

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**11. If it has not been possible to keep within the recommended timescales, please state the reason(s) for the delay: (maximum 120 words)**

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12. Please ask the individual(s) to complete Question 13 on the GP1 form and action as necessary.

Print name	
Date	