Oldbury on Severn
Parish Council

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Minutes of the Extraordinary Meeting
of Oldbury-On-Severn Parish Council
held on 18th March 2026 at The Memorial Hall,
Oldbury-on-Severn, at 9.30 am.

Minutes

1. Apologies for absence were received from Cllrs Jennings, Hayden, Heape and Griffiths. It was agreed that Cllr Riddle (MR) would take the minutes.

2. To receive agenda declarations of interest and dispensation requests.
None recorded.

3. It was agreed that the NALC/ACLA Grievance Policy circulated with the agenda would be adopted by the Council. Additionally, where the Council did not have certain a policy then the appropriate NALC/ACLA policy would be adopted until such time that the Council adopted a policy to replace it.

Proposed by KE, seconded by LD, all voted in favour

Action: LD to research which additional polices the Council requires

4 – Exclusion of Press and Public

To resolve that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Schedule 12A of the Local Government Act 1972, the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information relating to an individual. Confidential Agenda Item – To discuss Parish Council administration.

Proposed SB and KE, all voted in favour.

The Council went into a Confidential Session

The meeting closed at 10.15 am

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Oldbury-on-Severn Parish Council Grievance Policy

Adopted 18.03.2026

Model based on NALC / ALCA template and ACAS Code of Practice

1. Purpose and Scope

The purpose of this policy is to provide employees with a clear procedure for raising concerns about matters relating to their employment.

The council is committed to resolving grievances fairly, promptly and consistently.

This policy applies to all employees of the council, including the Parish Clerk.

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2. Definition of a Grievance

A grievance is any concern, problem or complaint that an employee wishes to raise with the council relating to their work.

Examples may include:

- Terms and conditions of employment
- Health and safety concerns
- Working relationships with councillors or colleagues
- Bullying, harassment or discrimination
- Interference with duties or responsibilities

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3. Informal Resolution

Employees are encouraged to raise concerns informally where possible.

Normally the employee should discuss the matter with:

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- the **Parish Clerk** (if the employee is not the Clerk), or
- the **Chair of the Council** if the grievance concerns the Clerk.

Many issues can be resolved quickly through discussion without invoking the formal procedure.

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4. Formal Grievance Procedure

4.1 Submitting a Grievance

If the issue cannot be resolved informally, the employee should submit the grievance **in writing**.

The written grievance should include:

- the nature of the grievance
- relevant dates and details
- any supporting evidence
- the outcome sought

The grievance should normally be sent to:

- the **Chair of the Council**, or
- the **Chair of the Staffing Committee**.

If the grievance relates to the Chair, it should be sent to the **Vice-Chair**.

4.2 Acknowledgement

The council will acknowledge receipt of the grievance and confirm the next steps in the process.

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5. Investigation

The council may appoint:

- a **Grievance Panel** consisting of councillors, or
- an **independent investigator**.

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Councillors who are involved in the matter must not participate in the investigation or decision-making.

The investigation may include:

- reviewing relevant documents
- interviewing the employee raising the grievance
- interviewing witnesses
- collecting written statements

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6. Grievance Hearing

Following the investigation, the employee will be invited to attend a grievance hearing.

The employee has the right to be accompanied by:

- a trade union representative
- a workplace colleague

During the hearing the employee will have the opportunity to:

- explain their grievance
- present evidence
- call witnesses if appropriate

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7. Decision

After the hearing, the council will consider all evidence before reaching a decision.

The outcome will normally be confirmed in writing and will include:

- whether the grievance is upheld
- any actions the council intends to take
- any recommendations arising from the investigation

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8. Appeal

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If the employee is dissatisfied with the outcome, they may appeal the decision.

The appeal must:

- be made **in writing**
- normally be submitted **within 5 working days** of receiving the decision

An **Appeal Panel**, consisting of councillors not previously involved, will hear the appeal.

The decision of the appeal panel will be final.

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9. Confidentiality

All parties involved in the grievance procedure must maintain confidentiality as far as possible.

Information will only be shared with those who need it to investigate and resolve the grievance.

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10. Record Keeping

The council will keep written records of:

- the grievance raised
- investigations undertaken
- decisions made
- outcomes and actions taken

Records will be stored confidentially in accordance with data protection legislation.