

**Surrey Heath Borough Council**  
**Employment Committee**  
**28<sup>th</sup> March 2024**

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**Grievance Policy**

<b>Strategic Director/Head of Service:</b>	Sally Kipping
<b>Report Author:</b>	Julie Simmonds – HR Manager Jo Hill – Senior HR Advisor (interim)
<b>Key Decision:</b>	No
<b>Wards Affected:</b>	n/a

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**Summary and purpose**

This report provides the Employment Committee information on our Grievance Policy following a review with the aim of giving managers and staff updated information. All changes to the policy are tracked change for ease.

**Recommendation**

The Committee is advised to RESOLVE that the revised Grievance Policy, as set out at Annex A to this report, be adopted.

**1. Background and Supporting Information**

- 1.1 The Grievance Policy has been reviewed to update information and guidance for Managers and ensure they follow correct processes.
- 1.2 This policy was reviewed by the Joint Staff Consultative Group on 7<sup>th</sup> March 2024 and has been amended with the Group's comments accordingly.

**2. Reasons for Recommendation**

- 2.1 To give Managers and staff clear information of how Grievance Policy within the council works.

**3. Proposal and Alternative Options**

- 3.1 To the adoption of the Grievance Policy with amendments.

#### **4. Contribution to the Council's Five Year Strategy**

4.1 No matters arising.

#### **5. Resource Implications**

5.1 n/a

#### **6. Section 151 Officer Comments:**

6.1 This policy was taken to CMT for their comments on 20<sup>th</sup> February 2024.

#### **7. Legal and Governance Issues**

7.1 n/a

#### **8. Monitoring Officer Comments:**

8.1 This policy was taken to CMT for their comments on 20<sup>th</sup> February 2024.

#### **9. Other Considerations and Impacts**

##### **Environment and Climate Change**

9.1 n/a

##### **Equalities and Human Rights**

9.2 Equality Impact Assessment will be completed.

##### **Risk Management**

9.3 n/a

##### **Community Engagement**

9.4 n/a

#### **Annexes**

Annex A - Grievance Policy