

### **Standard statutory grievance procedure**

(This is a summary of the statutory procedure which is set out in full in Schedule 2 to the Employment Act 2002)

#### **Step 1 Statement of grievance**

- The employee must set out the grievance in writing and send the statement or a copy of it to the employer

#### **Step 2 The Meeting**

- The employer must invite the employee to attend a meeting to discuss the grievance.
- The meeting must not take place unless:
  - The employee has informed the employer what the basis for the grievance was when they made the statement under Step 1; and
  - The employer has had a reasonable opportunity to consider their response to that information.
- The employee must take all reasonable steps to attend the meeting.
- After the meeting, the employer must inform the employee of their decision as to their response to the grievance and notify them of the right of appeal against the decision if they are not satisfied with it.
- Employees have the right to be accompanied at the meeting by a Trade Union representative or workplace colleague.
- If the Governing Body has delegated the power to dismiss to the Headteacher, this stage can be undertaken by a Deputy Headteacher.

#### **Step 3 Appeal**

- If the employee does wish to appeal, they must inform the employer.
- If the employee informs the employer of their wish to appeal, the employer must invite them to attend a further meeting.
- The employee must take all reasonable steps to attend the meeting.
- After the appeal meeting, the employer must inform the employee of their final decision.
- Where reasonably practicable, the appeal should be dealt with by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).
- Employees have the right to be accompanied at the appeal meeting by a Trade Union representative or workplace colleague.