

## 5<sup>ed</sup> Gorffennaf 2017

<b>Yr Aelod o'r Bwrdd Gweithredol:</b>	<b>Y Portffolio:</b>
<b>Y Cyng. Mair Stephens</b>	<b>Dirprwy Arweinydd</b>

### **Polisi a Gweithdrefn Achwyniadau Enghreifftiol ar gyfer Ysgolion**

#### **Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:**

Cymeradwyo mabwysiadu Polisi a Gweithdrefn Achwyniadau Enghreifftiol diweddaraf y Cyngor ar gyfer Ysgolion.

#### **Y Rhesymau:**

Mae'r 'Weithdrefn Achwyniadau ar gyfer Ysgolion' wedi hen ddyddio, gan nad yw wedi'i diweddarau ers mwy na degawd, ac nid yw'n adleisio arferion presennol mewn ysgolion.

<b>Y Gyfarwyddiaeth:</b> Prif Weithredwr / Rheoli Pobl a Pherfformiad <b>Enw Pennaeth y Gwasanaeth:</b> Paul R Thomas  <b>Awdur yr Adroddiad:</b> Julie Stuart	<b>Swydd:</b>  Prif Weithredwr Cynorthwyol (Rheoli Pobl)  Uwch Bartner Busnes AD	<b>Rhifau ffôn:</b> <b>Cyfeiriadau E-bost:</b>  01267 246123 PRThomas@sirgar.gov.uk  01267 246375 JStuart@sirgar.gov.uk
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**Declaration of Personal Interest (if any):**

None

**Dispensation Granted to Make Decision (if any):**

N/A

**DECISION MADE:**

Signed: \_\_\_\_\_

DATE: \_\_\_\_\_

EXECUTIVE BOARD MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD MEMBER DEPUTY LEADER**  
**5<sup>th</sup> JULY**

<b>Model Grievance Policy &amp; Procedure for Schools</b>
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This Grievance Policy, Procedure and Guidance have been developed to ensure that employees, managers and companions are clear about their individual roles and responsibilities for raising and resolving grievances in the workplace.

Anyone working for the School may, at some time, have problems or concerns about their work, working conditions or relationships with colleagues that they wish to discuss. It is also clear that it is in the School's interest to resolve problems before they can develop into major difficulties for all concerned.

Where the problems or concerns relate to perceived unacceptable behaviour, this policy should be read in conjunction with the School's Behavioural Standards in the Workplace Guidance. The guidance defines unacceptable behaviour and identifies strategies that everyone can use to overcome the debilitating effects of such behaviour.

This policy and procedure has been developed in line with ACAS Code of Practice 1 - Disciplinary & Grievance Procedures which came into force on 11th March 2015.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
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## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: 

Assistant Chief Executive (People Management & Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

### 2. Legal


The Model Grievance Policy & Procedure for Schools has been developed in line with ACAS and CIPD guidance.

### 7. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Grievance Policy & Procedure for Schools.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: 

Assistant Chief Executive (People Management & Performance)

### 1. Scrutiny Committee

None

### 2. Local Member(s)

None

### 3. Community / Town Council

None

### 4. Relevant Partners

None

## 5. Staff Side Representatives and other Organisations

Education & Children's Services Employee Relations Forum - 15<sup>th</sup> June 2017

### Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection