

## GRIEVANCE PROCEDURE

1. For staff within the Secretariat (excluding the Chief Executive) there will be a 3 stage process:
  - **1<sup>st</sup> stage.** The member of staff should raise any grievance with their immediate manager, on an informal basis.
  - **2<sup>nd</sup> stage.** If dissatisfied at stage 1, the member of staff will formally meet with the Chief Executive who will decide on the merit of the grievance and decide on what action (if any) is to be taken.
  - **3<sup>rd</sup> stage.** If the staff member remains dissatisfied, they would appeal to the Appeals Sub Committee comprising of members of the Human Resources Committee.
  
2. In respect of the Chief Executive the 3 stage procedure would be:
  - **1<sup>st</sup> stage.** Chief Executive would hold informal discussions with Chair of the Police Authority, who would seek external expert support as appropriate,
  - **2<sup>nd</sup> stage.** If dissatisfied at stage 1 the Chief Executive would formalise the grievance, which would then be considered by the Human Resources Committee (excluding the Chair of the Authority).
  - **3<sup>rd</sup> stage.** If still dissatisfied at stage 2 the Chief Executive would appeal to the full Police Authority (excluding members who have had previous involvement).