



Brook Learning Trust

Employee Grievance Procedure Policy

At Brook Learning Trust we bring together our unique academies in our belief in the power of education to change lives and communities. It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

Introduction

This procedure sets out the rights that all BLT employees have under the Articles of Government. It outlines the actions which employees may take to seek redress for a grievance, and confirms the right of employees to have it made clear to whom they should apply in the case of a grievance. This is an executive summary of that procedure.

Aims and Objectives

The aim of the grievance procedure is to settle the grievance in the shortest time and as near as possible to the point of its origin, whilst affording employees an opportunity for appealing to higher levels if necessary.

Outline

- 1 Every effort should be made by both parties to reach a resolution informally before resorting to the formal steps of the Grievance Procedure.
- 2 If a grievance is not dealt with by the appropriate person/s within the specified time limit, employees have the right to proceed to the next stage.
- 3 There may be exceptional circumstances where the agreed time limits will need to be modified, i.e. when an investigation is required, or because of ill health and/or absence. If this is the case then there must be mutual agreement to new timescales. Failure of employees to keep to timescales will normally result in the termination of the procedure and no further stage will be entertained.
- 4 This Grievance Procedure will not be used to address a grievance excluded by reasons of points a to e below:
 - a Failure to comply with relevant time limits unless waived
 - b An attempt to re-open within six months a grievance which has already been resolved
 - c A grievance in connection with any matter subject to proceedings under the disciplinary procedure, pay and probation procedures or a redundancy procedure
 - d A grievance about a matter over which the employer has no control
 - e A grievance concerning the academy's ethos or its educational policies
- 5 It is hoped and expected that most grievances can be resolved at an early stage. Stage three (see below) should be unusual.

The Formal Procedure

Stage One

- In the first instance the employee should discuss his/her grievance with his/her first line of management (eg Curriculum Leader, Vice Principal).
- The Manager should give an oral reply as soon as possible and in any event within five school working days.
- Where the aggrieved employee is a Principal, the matter should be raised informally with the CEO of BLT.

Stage Two

If the matter has not been satisfactorily resolved within an agreed period, then the employee should:

- Put the grievance in writing to the Principal and ask for a meeting in the company of his/her representative if he/she wishes to be accompanied.
- The Principal should hold the meeting within five school working days and allow a trade union or employee representative to attend with the employee if so desired. The meeting will be minuted and the minutes will be agreed by both parties.
- Irrespective of whether further discussions are held with the first line of management at Stage Two it is expected that a meeting with the Principal will be arranged at Stage Two.
- The decision[s] should be given in writing by the Principal to the employee and his/her representative within five school working days of the hearing.
- Where the grievance relates to a Principal then Stage Three applies and the grievance should be taken forward as described below.

Stage Three

If the matter has not been satisfactorily resolved at an earlier stage, then the employee should:

- Put the grievance in writing to the CEO of BLT and ask for a meeting in the company of his/her representative if he/she wishes to be accompanied.
- The CEO of BLT or his/her representative should hold the meeting within five school working days and allow a trade union or employee representative to attend with the employee if so desired. The meeting will be minuted and the minutes will be agreed by both parties.
- Irrespective of whether further discussions are being held with the first line of management at Stage Two or the Principal at Stage Two, it is expected that a meeting with the CEO of BLT or his/her representative will be arranged at Stage Three.
- The decision[s] should be given in writing by the CEO of BLT or his/her representative to the employee and his/her representative within five school working days of the hearing.
- Where the grievance relates to a Principal then Stage Four applies and the grievance should be taken forward as described below.

Stage Four

If the matter remains unresolved at Stage Three, the employee should forward a written 'statement of case' including a record of all management responses to the Chair of BLT, with copies to the CEO of BLT and the Chair of the Academy Council of the relevant academy, within ten school working days of receiving the Stage Three response.

The Chair of BLT will ask the Clerk to assemble an Employees' Grievance Panel comprising three Trustees of BLT and/or Members of the relevant academy's Academy Council who have not been previously involved in the case; the Panel will be supported by a Personnel Advisor. The Panel will hear the case within ten school working days. The employee may be accompanied by a representative. The Employees' Grievance Panel will make a decision and communicate this in writing to the employee and his/her representative within five school working days of the hearing. Normally, this is the final stage of the procedure. However, if the grievance has not been resolved to the employee's satisfaction at the end of Stage Four, he/she may appeal against the decision of the Employee Grievance Panel, as below.

Stage Five

If the employee wishes to appeal against the decision of the Employee Grievance Panel taken at Stage Three, he/she should forward a written 'statement of case' including a record of all management responses to the Chair of BLT, with copies to the CEO of BLT and the Chair of the Academy Council of the relevant academy, within ten school working days of receiving the Stage Four response.

The Chair of BLT will ask the Clerk to assemble an Appeals Panel comprising three Trustees of BLT and/or Members of the relevant academy's Academy Council who have not been previously involved in the case; the Panel will be supported by a Personnel Advisor. The Panel will hear the case within ten school working days. The employee may be accompanied by a representative. The Appeals Panel will make a decision and communicate this in writing to the employee and his/her representative within five school working days of the hearing. Normally, this is the final stage of the procedure.

Collective Grievance

Where a grievance is held by a group of employees, the trade union or other representative should take the matter up with the Manager and/or the Principal as appropriate, per the procedure outlined above. Where important matters of principle arise during the grievance procedure, nothing in that procedure would preclude these matters being referred to established consultative committees with the agreement of all parties.

POLICY REVIEW AND RATIFICATION	
Policy reviewed bi-annually and ratified by the BLT Board in May	
This review by BLT Executive	June 2016
Summary of amendments	no material changes made
Ratified by Audit & Risk Committee	June 2016
Next review	May 2019 – to bring in line with new policy review schedule