FORMAL GRIEVANCE MEETING PROCEDURE

1.0 Stage 2: Formal Meeting

1.1 The grievance meeting will comprise:

1.1.1 A stage two meeting manager, supported by a Human Resources (HR) representative.

1.1.2 The employee and their representative (an accredited representative of a Trade Union or fellow Trust worker).

1.2 Notes will be taken at all formal meetings. Alternatively, formal meetings may, if agreed, be tape recorded and the notes transcribed.

1.3 The meeting will open with introductions. The purpose and then the format of the meeting will be explained.

1.4 The employee will be given the opportunity to present the documentation and evidence that they have submitted in support of their grievance.

1.5 The meeting manager will have the opportunity to question the employee regarding their grievance and supporting documentation, with a view to clarifying the issues and agreeing a response to the grievance at the conclusion of the meeting.

1.6 The meeting manager may adjourn the meeting in order to consider the evidence and reach a decision.

1.7 The meeting manager will inform the employee of the outcome of the meeting, which could be to:

1.7.1 Uphold the grievance and suggest a course of resolution;

1.7.2 Dismiss the grievance with a suggested course of action;

1.7.3 Dismiss the grievance without any course of action,

1.7.4 Uphold/dismiss separate sections of a grievance with multiple issues,

Or

1.7.5 Defer a decision, to seek further advice or to conduct further enquiries/investigation. This may consist of collecting statements from
or holding investigation meetings with any persons who may have information relevant to the grievance.

Written confirmation of this decision will be sent to the employee within 5 working days of the meeting.

END