

LEDBURY TOWN COUNCIL

DISPUTES PROCEDURE

1. POLICY

A dispute is a collective grievance raised by more than one member of staff.

The Council attaches great importance to the establishment of clear procedures for settling disputes with employees which cannot be resolved through normal management processes.

2. DISPUTES PROCEDURE

Disputes should be settled at the lowest possible operational level, within the following framework:

- referral to the Clerk;
- referral to the Mayor;
- referral to the Standing Committee;

Should the above arrangements be unable to resolve the dispute, referral to ACAS:

- by either party to the dispute for conciliation;
- by **joint** agreement of the parties to the dispute for arbitration.

3. STATUS QUO WORKING

The status quo working arrangement, that is the conditions in place immediately before the dispute was raised, shall operate until the agreed disputes procedures have been exhausted.

4. TIME LIMITS

It is in the interest of both the Council and its employees that disputes should be resolved quickly. The Council believes that a dispute should be resolved within six weeks of the date it was lodged.

APPENDIX A

NOTICE OF A DISPUTE

This form should be completed by an employee / trade union, to register that a dispute exists. It should be handed to the Clerk. A copy should also be sent to the Mayor.

PARTIES

Employees (names):

Employees representative (name):

Trade Union/Association:

Clerk's (name):

NATURE OF DISPUTE

What are the points of disagreement between management and employees?