

GRIEVANCE POLICY

REPORT OF THE CHIEF FIRE OFFICE



For Approval

1. PURPOSE OF REPORT

- 1.1 To seek approval of the Authority's Grievance Policy attached as Appendix A.

2. RECOMMENDATION

- 2.1 To approve the Authority's Grievance Policy attached as Appendix A.

3. GRIEVANCE POLICY

- 3.1 The Authority's Grievance Policy has been reviewed in line with the Brigade's Key Document Framework, and to address two of the recommendations made by HMICFRS in its report 'Values and culture in fire and rescue services' specifically:

- Recommendation 3: By 1 Jun 2023 chief fire officers should review the support available for those who have raised concerns and take action needed to make sure these provisions are suitable.
- Recommendation 18: By 1 Aug 2023 chief fire officers should provide assurances to HMICFRS that all parties are supported in relation to ongoing investigations.

- 3.2 Additionally, the review has considered 'good practice' which has been gained from a range of sources which include other fire and rescue services, Cleveland Police and ACAS.

- 3.3 As a result of this review work, a revised policy is attached at Appendix A for members' considerations and approval. The amendments to the original policy are as follows:

- Page 4: Para 1.3.7: addition of 'where negotiation is required' in relation to collective grievances.
- Page 5: Para 3.4 gives clarity on how to raise a concern.

- Page 5: Para 3.5 reflects the introduction of our ‘integrity health checks’.
- Page 8: Para 4.1.2 gives clarity on how to raise a grievance.
- Page 13: Paras 5.1 and 5.2 present the mechanisms of support to those involved in a grievance.
- Page 15: Para 5.10 added outcome and expectations on information shared following conclusion of a grievance.
- Page 17: Updated form for reporting.
- Page 19: changed timescales from maximum to indicative.
- Equality Impact Assessment Reviewed

- 3.4 The Grievance Policy and associated procedure will be one of a suite of policies that will be subject to an ‘Integrity Health Check;’ which will require all employees on an annual basis, to confirm that they have read and understood the contents of specified policies and procedures. This will provide the Brigade with assurance that staff are aware of how to raise a concern, and in this instance, through the Grievance policy. It will also provide evidence to HMICFRS relating to how the Brigade has actioned recommendations 3 and 18 with regards to raising staff awareness of its grievance processes and the support they will receive if required. The Grievance policy will be communicated to all staff, along with other ways to report concerns following approval of this policy.
- 3.5 The Grievance Policy has been equality impact assessed in accordance with the Brigade’s procedure. The findings of the Impact Assessment conclude that the Policy and Procedure does not have a detrimental impact on any group of staff, including those with one or more protected characteristics.
- 3.6 The Grievance Policy has been subject to consultation with Unison and the Fire Brigades’ Union and no issues have come to light.

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