



The Bath and Wells Diocesan Association of Change Ringers

Grievance Procedure

Grievances

Purpose

This document lays out the process to investigate and recommend a way forward in relation to any grievances raised by a member of the BWDACR against another member or officer (Branch or Association).

Overview

Wherever possible, differences of view should be resolved locally and informally, perhaps involving the Branch Chair to assist with mediating. However, where this is not possible, or if the grievance is of a more serious nature, then the grievance should be raised formally and resolved using this procedure.

Grievances will be

- Dealt with fairly and consistently
- Investigated fully to get as much information as possible, this will include formal interviews with the key parties
- A panel formed from the General Committee, and chaired by the Master, will conduct the investigation and will come to decision on the outcome
- Members interviewed may be accompanied by a relevant other person
- Everyone will have a chance to have their say before decisions are made
- An appeal against any decision will be permitted
- At all times the grievance, its investigation and its outcome will be confidential between the parties and the panel
- Following any appeal, the decision will be final

Raising the Grievance

The grievance should be raised confidentially in writing to the Master, who will acknowledge receipt, advising that a panel will be formed to conduct the investigation and determine the outcome.

Selecting the Panel

The Master will chair the panel and the panel will normally include General Secretary and at least one further elected Association Officer member of the General Committee. The panel will be mindful of any conflict of interest in its members.

Investigating the Grievance

The panel will make all reasonable attempts to gather relevant evidence, and will interview all direct parties in the grievance. Where necessary other people relevant to the grievance may be interviewed at the discretion of the panel. Those interviewed may be accompanied by another relevant individual.

Determining the Outcome

After reviewing all of the available evidence the Panel will together determine their opinion on the best way forward for all. They will take into consideration the impact of their decision on the parties to the grievance, the wider membership, the relevant Branch and the Association itself. Where relevant they will also consider the impact on the home tower(s)

and Churches of the parties, where necessary discussing confidentially with relevant incumbents.

Communicating the Outcome

The outcome will be communicated in writing confidentially to the parties in the grievance. The letter will give clarity on whether the grievance is being upheld or not and will provide detail on any further actions or remedies that have been determined as appropriate by the Panel.

Appeal

On receipt of the outcome letter either party may appeal against the decision or the remedies. Such appeal should be in writing within one week to the General Secretary. The appeal itself will be considered by the Master, or equivalent, of a neighbouring association or guild.

The individual considering the appeal will take such advice, or conduct such other investigation as required before reaching decision on the appeal. Following review, a decision on the appeal will be communicated to the relevant parties.

No further appeal will be permitted.

30th August 2024