

Derby Cycling Group Grievance Procedure

Updated: 30th September 2020

Principles

Any dispute is best resolved informally and face to face in preference to invoking a formal procedure.

The DCG is not a court and does not take a legal, “letter of the law” approach.

Investigation and processing of a grievance should be effective but not time consuming on the part of the members or the committee.

Grievances should be resolved in as timely a manner as possible.

Process should be sensitive to the circumstances and needs of the person(s) the grievance is about, as well as the person(s) who raised the grievance.

Limits of the Procedure

Only grievances relating to members of DCG will be considered.

Only grievances relating to activities of the DCG will be considered. These can include behaviour at DCG events, on DCG communication channels, when a member is representing the DCG at an external event, or elsewhere.

Grievances should relate to reasonably recent events.

Process

How to report

If the issues cannot be resolved in a face to face manner informally then a formal grievance can be raised by sending, in writing (or email) to the Secretary (secretary@derbycyclinggroup.org.uk). If the complaint is about the Secretary then the information should be sent to the Chair. This communication should stick to the facts and avoid language that is insulting or abusive.

The grievance should detail the following:

- who the complaint is about
- what is the substance of the grievance (i.e. what was done that is seen as inappropriate).
- when the alleged behaviour occurred
- why this behaviour is inappropriate

- what action would you like to see to resolve the issue (note that the action, if any, will be decided by the appropriate committee).

How it is processed

Acknowledgement of receipt to be made by the Secretary (or if the complaint relates to the Secretary, the Chair).

The Secretary, in discussion with the Committee, organises the formation of investigation committee of 3 members of the Committee (the Sub Committee).

The Sub Committee request observations from any people accused of inappropriate behaviour and may hold informal discussions with all those involved to gain additional information. These discussions may include others not directly involved.

Resolution

A meeting of the Sub-Committee is held (face to face or by other methods) to review the complaint and the observations. This can result in a possible request for further information, a decision on the grievance, details of any sanction, and the communication of written results. The possible outcomes include that the grievance is dismissed, it is upheld, or the Sub Committee decide it is unable to be resolved due to inconsistent information.

If it is deemed that a sanction is needed then the Sub-Committee will write to the affected members with details of the sanction. If necessary a proposal will be made to the next Members meeting (e.g. in the event of removal of membership).

Documentation on what is decided is communicated to the complainant and any people accused of inappropriate behaviour as well as being brought to the next Members / Committee meeting for a report on the grievance and the results (not for debate or discussion).

The decision of the Sub-Committee is final.

Possible sanctions

As a small voluntary organisation with no employees the possible sanctions available for grievances that are upheld are limited and include:

- Asking, either verbally or in writing, members to redress their previous behaviour which led to the grievance being raised. This could, amongst other actions, include requesting the withdrawal of any contentious statements and/or the offer of an apology to the relevant parties.
- Asking members to resign from the Group.
- Withdrawing membership if requested resignation or redress for previous behaviour is not forthcoming. This membership withdrawal process will follow that in the constitution.
- A member being asked, either verbally or in writing, to modify unacceptable behaviour in the future.

- If applicable, a member may be asked to resign (or be removed) from a named role within the Group or as a member of the Committee.

The grievance may be dismissed as not admissible or not requiring any action.

Any shortcomings or suggested improvements to the DCG organisation are raised by a representative of the Sub-Committee at the monthly Members / Committee meetings.

Timescales

An acknowledgement of the written grievance is provided within 5 days.

A Sub-Committee is formed within 7 days.

Investigations and the initial meeting of the Sub-Committee is completed within 2 weeks of forming the Sub Committee. There may be a decision that further investigation is needed and thus extra time may be needed to complete the work.

Updates are provided on a 2 weekly basis to all the parties involved.

References

<https://www.acas.org.uk/disciplinary-and-grievance-procedures>

<https://knowhow.ncvo.org.uk/tools-resources/hr-policies/grievance-procedure>