



## Grievance Meeting Checklist for Reporting Party

Document name	Grievance Meeting Checklist for Reporting Party
Responsible Team	Human Resources
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### 1. Purpose

This checklist is an associated document of the [Grievance Procedure](#) and is designed to help the Reporting Party to prepare for a grievance meeting. It should be read alongside the procedure and is not exhaustive.

The University understands that raising a grievance and discussing it in a formal setting can be difficult. It is completely natural to feel anxious or uncertain about the process. This checklist is designed to help you feel more prepared and supported so that you can clearly express your concerns and navigate the meeting with confidence.

### 2. Before the meeting you should:

- **Review the Grievance Procedure:** Familiarise yourself with the University's Grievance Procedure and any associated guidance. Ensure you fully understand the steps involved, timelines and your rights and responsibilities throughout the procedure.
- **Gather evidence:** Collect and organise all relevant evidence related to your grievance.
- **Prepare key points:** Make a list of key points you wish to cover during the meeting. You may want to prepare a written statement to read out if you prefer.
- **Clarify desired outcome:** Think about your desired outcome for the grievance and be clear about what you would like to achieve from the meeting.
- **Consider a companion:** Think about having a workplace companion or Trade Union representative accompany you to the meeting.
- **Seek support:** Utilise university support channels such as the Employee Assistance Programme. Additional information can be found on the [HR webpages](#).

### 3. During the meeting you should:

- **Present your grievance:** Outline your grievance clearly, focusing on specific facts including dates, times and individuals involved.

- **Explore informal resolution:** Consider if and how the matter could be resolved informally.
- **Providing responses:** Ensure your answers are clear, objective and relevant to the grievance being discussed.