

Report to: Personnel Committee

Report Ref: P1914
Meeting Date: 13th November 2019
Agenda Item: 9
Prepared By: Town Clerk



Subject: Appeals and Grievances Sub-Committee

1.0 BACKGROUND

The revised policies set out a number of situations which may arise which will require a sub-committee to determine appeals or consider grievances. Currently this would require a meeting of the Personnel Committee to be convened to establish a sub-committee meaning it would take approximately 10 days for a sub-committee meeting to be held. It is considered expedient, therefore, to have a standing sub-committee to be convened when required.

It is noted that there will be occasions where the appointed members are unable to serve on the sub-committee through an interest, association with the detail of the case or unavailability. It is therefore suggested that the committee appoints three named members to the sub-committee to be supplemented by two named reserves.

2.0 TERMS OF REFERENCE

1. The Appeals and Grievances Sub-Committee (the sub-committee) is a sub-committee of the Personnel Committee (the committee).
2. The sub-committee shall comprise three councillors appointed by the committee. The committee shall appoint two reserve councillors to serve on the committee in the event that one of the three is unable to serve on the sub-committee for a given appeal or grievance by virtue of (4) or unavailability.
3. The sub-committee shall elect a member as Chairman and may appoint a Deputy Chairman.
4. An appointed councillor who has a personal or prejudicial interest in the appeal or grievance being considered or who is otherwise directly connected with the case shall not serve on the sub-committee for that appeal or grievance.
5. Meetings of the sub-committee shall be convened by the Town Clerk with a minimum of three clear days' notice.



6. In accordance with Standing Order 94 all meetings shall be open to the public, noting that when discussing the detail of the case or hearing evidence it shall be permitted to exclude the public and press.
7. The quorum of the committee shall be three members.
8. The sub-committee has delegated authority to consider any Appeals or Grievances submitted as per the council's Appeals Policy and Grievance Policy.
9. The sub-committee shall provide a report to the Personnel Committee on conclusion of a case.



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