



### TERMS OF REFERENCE and DELEGATION: APPEALS COMMITTEE COMMITTEE

Adopted by Council 26<sup>th</sup> June 2017

#### 6 Members of Council

(not being Members of Finance & Policy Committee or Human Resources Committee)

**Quorum = 3**

Meetings: **Meetings will take place as and when required.**

Non-committee members may not attend meetings of the Committee.

Committee may take legal advice if necessary.

| Function of the Council<br>Column 1                                                                                   | Delegation of Function<br>Column 2                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid. | <ul style="list-style-type: none"><li>• Committee</li></ul>                                                                                                                                                                                                                                                                                                                                  |
| 2 To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies         | <ul style="list-style-type: none"><li>• Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)</li><li>• Only Council may uphold a decision to dismiss the Town Council Manager (Proper Officer)</li></ul>                                         |
| 3 To determine any appeals under the Council's Complaint Procedure which is delegated to it.                          | <ul style="list-style-type: none"><li>• Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)</li><li>• Committee to make redress up to the value of £1000.</li><li>• Town Council Manager (Proper Officer) to make redress up to the value of £200</li></ul> |
| 4 To determine any appeal under Freedom of Information or Data Protection legislation.                                | <ul style="list-style-type: none"><li>• Committee</li></ul>                                                                                                                                                                                                                                                                                                                                  |

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return