



TERMS OF REFERENCE APPEALS COMMITTEE

Approved by Council: [.....]

5 Members of the Authority		Quorum = 3
Meetings: Meetings will take place as and when required.		
Non-committee members may not attend meetings of the Committee.		
Function of Committee Column 1	Delegation of Functions Column 2	
<p>The Committee are responsible for:</p> <ul style="list-style-type: none"> Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures. To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected. <p>Other responsibilities:</p> <ul style="list-style-type: none"> Liaising with the Unitary Authority on matters pertaining to the Committee. Liaising with the police and other outside bodies on matters pertaining to the Committee. 		
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"> Committee 	
2. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> 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.) Only Council may uphold a decision to dismiss the Town Clerk 	
3. To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> 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.) Committee to make redress up to the value of £500 Town Clerk to make redress up to the value of £200 	