



Room 4-5 First Floor
The Hayridge Centre
Exeter Hill
Cullompton
EX15 1DJ

www.cullomptontowncouncil.gov.uk
admin@cullomptontowncouncil.gov.uk
01884 38249

APPEALS COMMITTEE TERMS OF REFERENCE

Committee Type: EXECUTIVE

Purpose: To make decisions relating to matters brought before it following procedures undertaken and decisions made by the Staffing Committee.

Authority: To decide whether any appeal made by a member of staff of the Town Council under any of the Council's personnel related policies is valid and to review decisions made by the Staffing Resources Committee if such decisions are subject to appeal.

Scope:

1. The Appeals Committee will consist of a minimum of 5 members that will be appointed by the Council in the event that a meeting is required. No member of the Staffing Committee should be appointed to the Appeals Committee, nor any member named by a member of staff in the appeal. Quorum will be 3 members.
2. Either the Chair or Vice-Chair of the Council will be one of the appointed members of the Appeals Committee.
3. The Appeals Committee will be appointed and meet on an ad hoc basis and a meeting will be summoned by the Chair of the Appeals Committee if such a meeting is required. All meetings will be governed by the [Local Government Act 1972 Schedule 12](#) and the Council's adopted [Standing Orders](#).
4. Particular attention should be paid to confidentiality and whether there is a need to move to confidential session in accordance with the [Public Bodies \(Admission to Meetings\) Act 1960 s1\(2\)](#).
5. The Appeals Committee will comply with and have due regard to Policies and guidance relating to staff matters. These include:
 - 5.1. Standing Orders.
 - 5.2. Financial Regulations.
 - 5.3. Town Council Policies relating to disciplinary and grievance matters, and staff contracts which reference Terms and Conditions of Employment.
 - 5.4. ACAS guidelines and procedures for disciplinary and grievance matters.
 - 5.5. National Joint Council (NJC) Green Book pertaining to employment of local authority staff.

6. The Appeals Committee is authorised to appoint specialist professional officers or advisors to attend meetings to guide the debate and decision-making process. If a cost is involved in seeking this professional advice, the Appeals Committee are authorised to incur expenditure up to budgeted amounts within appropriate codes of the Town Council budget as determined by the Responsible Finance Officer.
7. Decisions made by the Appeals Committee will be reported to the Council as soon as practicable.