



CULLOMPTON TOWN COUNCIL

TERMS OF REFERENCE

Updated February 2023

COMMITTEE NAME:	Appeals Committee
TYPE OF COMMITTEE:	Advisory
PURPOSE:	To make decisions relating to matters brought before it following procedures taken by the Governance, Finance and Resources Committee or by a temporary Grievance Panel.
SCOPE:	<ul style="list-style-type: none"> • The Committee will consider and decide 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 based on that information, whether an appeal should be upheld or rejected. • The committee will comply with and have due regard to policies and guidance relating to staffing matters, which include (but are not limited to): <ul style="list-style-type: none"> – Standing Orders – Financial Regulations – Town Council Policies including for Disciplinary and Grievance - Staff contracts which reference Terms and Conditions of Employment – ACAS guidelines and procedures for grievances or disciplinary matters – National Joint Council (NJC) 'Green Book' pertaining to employment of local authority staff
AUTHORITY:	To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.
MEMBERSHIP:	<ol style="list-style-type: none"> 1. A minimum of 3 Councillors will be elected to the Appeals Committee at each Annual Meeting and as required at Full Council. 2. Either the Chairman or Vice-Chairman of the council shall be 1 of those 5. 3. Members of the Appeals Committee as well as the Chairman or Vice-Chairman who sits on the appeals committee as ex-officio cannot also sit on the Governance, Finance and Resources Committee.

	<p>4. Any Member named in the disciplinary or grievance matter shall not be considered for membership of the Appeals Committee</p>
MEETING ARRANGEMENTS:	<ul style="list-style-type: none"> • The Committee shall meet as required. • Chairman of the Committee to be elected at the first meeting of the Appeals Committee each year. • The Standing Orders of the Council apply to all meetings.
REPORTING:	<ul style="list-style-type: none"> • The Chairman of the Committee shall report the decisions of the Appeals Committee to the Full Council.
RESOURCES:	<ul style="list-style-type: none"> • The Committee will have the use of the Council Office for meetings and the Clerk will produce agenda, minutes and advise on correct procedure. • The Committee is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this will be financed an appropriate code of the Town Council budget as determined by the Responsible Finance Officer.
REVIEW:	<p>Annually at the Annual Meeting of the Council.</p>