



Banwell Parish Council Terms of Reference for the Employment Appeals Committee

Objective

The Employment Appeals Committee is constituted to adjudicate on all appeals to decisions regarding disciplinary & grievance matters reached by the Employment Committee.

Membership

- Membership shall consist of three persons with gender balance maintained as far as is practicable.
- The persons appointed will be Banwell Council Members appointed by Full Council but may also include independent external members co-opted where Full Council considers this appropriate.
- Members of the Employment Committee who consider or investigate a disciplinary or grievance matter shall not be considered for membership of the Employment Appeals Committee.
- If both the Clerk or Administrator are the subject of the disciplinary or grievance action being considered, a Member will be appointed to record the minutes.

Standing Orders and Policy

- The Standing Orders approved by Banwell Parish Council for Parish Council meetings will apply to meetings of the Employment Appeals Committee.
- Three (3) members will constitute a quorum.
- The Chairman will be elected at the first meeting of the Committee.
- The Employment Appeals Committee will act in accordance with Banwell Parish Councils disciplinary and grievance policies and protocol.

Responsibilities

To carry out appeal hearings under the Parish Council's disciplinary and grievance procedures and take the necessary action.

Meetings

- Meetings will be held as required and in accordance with the time scales set down in the Parish Council's disciplinary and grievance policies.
- Members of the press and public will be excluded from these meetings.