

## *Town Council of Newtown and Llanllwchaiarn*

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## *Cyngor Tref y Drenewydd a Llanllwchaearn*

### **Terms of Reference – Appeals Ad-Hoc Committee**

#### **Purpose of this Committee**

The purpose of the Appeals Committee is to deal with the appeals stages of the employment disciplinary and grievance processes and associated disciplinary and grievance matters as may be referred to it from time to time by the Council.

This committee is a component of the processes dealing with employment disciplinary and grievance matters. It's role and position in those processes are set out in the council's disciplinary and grievance policies and is one of making formal hearing decisions on appeals brought by members of staff.

For the sake of clarity, it should be noted that the term 'Appeals Panel' is sometimes used in the policies, and until such time as these are updated by policy review the term 'Appeals Panel' is synonymous with (and has the meaning) 'Appeals Committee' – being a decision-making body of the council.

The matters referred to this Committee are:

- Appeals stage of disciplinary process (disciplinary by the council or its management upon an individual member of staff). The stage is defined in the disciplinary policy.
- Appeals stage of grievance process (grievance by a member(s) of staff upon the council or its management or other staff). The stage is defined in the grievance policy.

#### **Delegated Powers & Responsibilities of this Committee**

Notwithstanding matters reserved to the council or delegated to other Committees or to the Proper Officer, the delegated powers and responsibilities of this committee are:

1. The Committee will have powers to commit spend within any budget as may be allocated to it by council, supplemented by tolerances set as a by Council from time to time. Any expenditure beyond tolerances will be referred to Full Council.
2. To hold hearings on appeals brought by members of staff on disciplinary and grievance matters within its remit at the point in respective processes defined by respective policies.
3. To reach hearing decisions on disciplinary and grievance matters within remit at the point in

respective processes defined by respective policies.

4. In appeal hearings, the decision of the committee is final and shall be reported to the appellant and to Council.
5. To report anonymised summary statistics on disciplinary and grievance matters within its remit for the Annual Report.
6. To commission and/or appoint consultants to assist the committee with disciplinary and grievance matters within its remit.
7. To undertake investigations of disciplinary and grievance matters within its remit.
8. To consult others including external advisers if the committee thinks appropriate) on disciplinary and grievance matters within its remit.
9. To consider other disciplinary and grievance matters within its remit which may be referred to it from time to time by the Full Council.

### **Membership**

10. Membership of the committee will be appointed by the Council to a maximum of six.
11. The quorum for the committee is three or 50% of the Committee whichever is the greater and present at the meeting.
12. Membership of the Committee hearing any particular disciplinary and grievance appeal shall be independent of that disciplinary and grievance matter.
13. The Chair and Vice-Chair will be elected at the first meeting of the Committee of any specific disciplinary and grievance matter.

### **Operations**

14. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Town Council Annual Meeting.
15. The Committee will meet when required to be convened in the disciplinary and grievance processes and notified to Members and to the public in the prescribed manner.
16. The Committee will meet to hear disciplinary and grievance matters in confidential session [confidential reason: employment matters].
17. An Officer delegated by the Proper Officer of the Council – but independent of the disciplinary or grievance matter being heard – will service the Committee. The agenda will be published, with items to be discussed listed, three clear working days in advance of the meeting.
18. Minutes will be taken and distributed and agreed at or at the next Committee meeting.
19. Members of the Committee may vote on resolution put to the committee.

#### **Document Version Control**

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