

## **Appeals Panel**

The Appeals Panel shall be appointed by Full Council to make decisions relating to matters brought before it by members of staff appealing decisions made by the staffing Committee.

### **Committee Membership**

**Members:** Membership of the Appeals Panel will be three and include the Chair of the Parish Council. The Appeals Panel cannot be made up from members of the Staffing Sub Committee. They will be elected to the Appeals Panel at the Annual Council Meeting.

**Meeting Frequency:** As and when required.

**Quorum:** Three

**Reports to:** Staffing Committee / Full Council

**Admission of the Public and Press:** The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

**Scope:** The Committee will consider and decide whether individual appeals have established grounds for appeal hearing and investigate any appeal or complaint received arising from a formal grievance or formal disciplinary action 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.

**Procedures:** At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chair and Vice Chair who shall hold office for one year. Meetings will be held on an as required basis. To review the Terms of Reference of the Complaints Review Panel at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

All investigations will follow the known procedures and policies of the Council including but not exclusively Code of Conduct and Standing Orders.

**Delegated Powers:** The Committee is responsible for reviewing formal complaints as per the Complaints and Grievance Procedures.

1. Hear and investigate any appeal arising from a Grievance of which cannot be resolved by the Proper Officer or the Staffing Committee.
2. Request relevant supporting documents and evidence where appropriate.
3. To undertake investigations following known Council policies & procedures.
4. To seek independent professional advice from ACAS when dealing with HR grievances / complaints.
5. To put forward recommendations on staffing decisions to the Staffing Committee. To forward recommendations on complaints decisions to the relevant Committee or Full Council where appropriate.

Adopted by St Dennis Parish Council

On: 7<sup>th</sup> March 2023

Minute Ref: 294/22

Review Date: 2<sup>nd</sup> May 2023

Min Ref: 38/23

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