

St Mabyn Parish Council

Terms of Reference: Appeals Committee

1. Objective

- 1.1 The Appeals Committee is constituted to adjudicate on all Appeals to decisions reached by the Disciplinary Committee.

2. Membership

- 2.1 Membership shall consist of 4 persons with gender balance maintained as far as is practicable.
- 2.2 The persons appointed will be St Mabyn Parish Councillors appointed by the full parish council from time to time but may also include independent external members co-opted where the full council considers this is appropriate.
- 2.3 The full council will decide who of the membership should be the chairman of the committee.
- 2.4 Members of the Disciplinary Committee who consider a Disciplinary or Grievance Action shall be disbarred from consideration for membership of the Appeals Committee to adjudicate on the same Action.
- 2.5 If the Clerk is the subject of a Disciplinary or Grievance Action being considered, then a councillor will be appointed to record the minutes.

3 Standing Orders and Policy

- 3.1 The Standing Orders approved by St Mabyn Parish Council for Parish Council meetings will apply to meetings of the Disciplinary Appeals Committee.
 - 3.1.1 Four (4) members will constitute a quorum.
- 3.2 The Appeals Committee will act in accordance with St Mabyn Parish Council's Disciplinary and Grievance Procedures.

4 Responsibilities

- 4.1 To carry out hearings under the Council's Disciplinary and Grievance Procedures and to recommend action to the full Parish Council.

5 Meetings

- 5.1 Meetings will be held as required and in accordance with the time scales set down in the Parish Council's Disciplinary and Grievance Procedures.

*Adopted by St Mabyn Parish Council at its meeting held on the 5th December 2017,
Minute reference Item 10. refers*