



## Terms of Reference for the Appeals Committee

### **Introduction**

The Cwmaman Town Council Appeals Committee (hereafter referred to as "the Appeals Committee") is established in accordance with the relevant provisions of UK laws and regulations, to provide an independent body for the review and resolution of staff appeals related to employment matters within Cwmaman Town Council (hereafter referred to as "the Council"). The Appeals Committee shall function as a sub-committee of the Council and operate within the framework of the Council's constitution and relevant legal requirements.

### **1. Purpose and Scope**

The purpose of the Appeals Committee is to ensure fair and impartial handling of staff appeals regarding employment decisions made by the Council or its sub-committees, including but not limited to disciplinary actions, grievance resolutions, and performance evaluations.

The Appeals Committee's responsibilities shall include:

- a. Reviewing Appeals: Receiving and reviewing appeals filed by Council staff members within the stipulated timeframe.
- b. Appeal Hearings: Conducting hearings with relevant parties to gather information and evidence pertaining to the appeal.
- c. Decision-Making: Making recommendations for the resolution of appeals to the Council or the relevant sub-committee, as per the established procedures.
- d. Upholding Fairness: Ensuring that the appeal process adheres to the principles of natural justice and is free from bias.
- e. Confidentiality: Maintaining strict confidentiality throughout the appeals process and respecting the privacy of all parties involved.
- f. Compliance: Ensuring that the appeals process aligns with all applicable UK employment laws and regulations.

### **Committee Membership**

- a. The Appeals Committee shall consist of half of the Council's members, appointed by the Council. The remaining half of the Council's members shall serve on the Personnel Committee.
- b. The Council shall appoint a Chairperson from among the Appeals Committee members.
- c. The Clerk to the Council or their designated representative shall serve as the Secretary to the Appeals Committee.
- d. Committee members should not have been involved in the original decision or incident subject to the appeal.

**Meetings**

- a. The Appeals Committee shall hold meetings as and when required to address appeals received.
- b. Meetings may be called by the Chairperson or upon request by any Committee member, the Council, or the Clerk to the Council.
- c. Proper notice and agenda for each meeting shall be provided to all Committee members.

**Quorum**

A quorum for Appeals Committee meetings shall be one third of the Committee members, including the Chairperson or their designated representative.

**Appeal Process**

- a. Receipt of Appeals: Appeals must be submitted in writing to the Clerk to the Council, who will promptly notify the Appeals Committee.
- b. Appeal Hearings: The Appeals Committee shall arrange hearings where the appellant and relevant parties will have the opportunity to present their cases.
- c. Decision and Recommendations: Following the appeal hearing, the Appeals Committee will deliberate and make recommendations for the resolution of the appeal, the decision of the appeals committee is final.
- d. Communication of Outcomes: The appellant shall be informed in writing of the final decision and the rationale behind it.

**Confidentiality**

All discussions and information shared during Appeals Committee meetings and hearings shall be treated as confidential and used solely for the purpose of fulfilling the Committee's responsibilities.

**Reporting**

- a. The Appeals Committee shall provide regular reports to the Council on its activities, decisions, and recommendations.
- b. Minutes of all Appeals Committee meetings and appeal hearings shall be confidential however they shall be recorded, maintained, and made available to the Council for reference.

**Amendments**

These Terms of Reference may be amended with the approval of the Council when deemed necessary.

**Dissolution**

The Council reserves the right to dissolve the Appeals Committee if deemed necessary, with appropriate reasons provided.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Mayor

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Approved: Full Council Meeting*

*Review Date:*