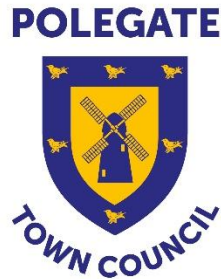


Polegate Town Council



APPEALS COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE		
Issue No.	Date completed	Details of amendments
1	20.05.24	Adopted at Annual Stat Meeting
2	19.05.25	Adopted at Annual Stat Meeting
3	11.05.26	Adopted at Annual Stat Meeting

1. Committee Structure

- 1.1 The committee will be constituted at the Annual Statutory Council meeting in May each year.
- 1.2 The committee will meet as often as required and has delegated authority to determine the outcome of an appeal.
- 1.3 The committee will consist of 3 councillors. These will be selected by the Town Clerk based on whether the councillors have had any prior dealing in the complaint (Those who have will be excluded unless all are involved). If the matter relates to the Town Clerk, a different member of staff will select the three councillors based on the same criteria. They will also minute the meeting if the complaint related to the Town Clerk.
- 1.4 The Committee will elect its own Chair and Vice-Chair.

2. Specific Responsibilities

- 2.1 To consider and decide whether individual appeals have established grounds for appealing under the complaints procedure. Suitable training for all councillors on the Appeals Committee will be arranged wherever possible.
- 2.2 To gather evidence at an Appeal Committee hearing to decide on the basis of that information, whether an appeal should be upheld or rejected.
- 2.3 Liasing with other authorities' on matters pertaining to the committee, including the police and outside bodies if required.
- 2.4 To consider, determine/resolve any appeal under the council's complaints procedure. (NB any councillor who has previously been involved in the procedure prior to the appeal may not sit on the appeal hearing.)
- 2.5 To consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.6 **PLEASE NOTE THAT THE COMMITTEE CANNOT CONSIDER AN APPEAL ON A DECISION TAKEN BY FULL COUNCIL.**

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO