

Lewannick 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 Lewannick 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 Lewannick 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 Lewannick 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 Lewannick Parish Council, 17th September 2019, Minute reference item 9(ii)refers