

## ANSTEY PARISH COUNCIL

### GRIEVANCE COMMITTEE TERMS OF REFERENCE

#### 1. Delegation

- 1.1 Anstey Parish Council has agreed to adopt the Grievance Committee Terms of Reference at its meeting held on 4<sup>th</sup> May 2021 and has recorded the decision under Minute Reference 10/21.
- 1.2 Anstey Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

#### 2. Membership

- 2.1 The Committee shall consist of a minimum of three Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Grievance Committee will be three Members.

#### 3. Procedures

- 3.1 The committee will operate within Anstey Parish Council's Standing Orders and Local Government Law.
- 3.2 At the Annual Parish Council Meeting of Anstey Parish Council the Parish Council will appointment membership of this committee.
- 3.3 A Chairman for the Committee will be elected at the first meeting of the Committee each year.
- 3.4 The Committee will submit all its minutes of meetings for consideration to the next appropriate meeting of Anstey Parish Council.
- 3.5 The Parish Clerk will provide administrative support for the Committee

#### 4. Meeting Dates

- 4.1 Meeting will be called if necessary.

#### 5. Committee Functions

The Committee shall:

- 5.1 The Grievance Committee will be empowered to consider an appeal by any employee of the Council in accordance with the Grievance Rules and Procedures on behalf of, in the name of and without further reference back to the Council. To endorse, rescind or amend the original decision on disciplinary action as it sees fit.
- 5.2 The members of the Grievance Committee will not be members of the Staffing Committee.