

MUCH WENLOCK TOWN COUNCIL

	DISCIPLINARY & GRIEVANCE PANEL TERMS OF REFERENCE
Membership	THREE Members of the Town Council
Quorum	THREE Members of the Panel
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders that refer to personnel matters will apply to all meetings of the Panel.</p> <p>The Panel shall be appointed as required. The first order of business of the first meeting of the Panel after its annual appointment will be to elect a Chairman.</p> <p>The Panel will meet as required.</p> <p>Due to the confidential nature of the business that will be transacted all meetings will be held in private in pursuance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Panel will receive an agenda and necessary supporting papers with which to conduct their deliberations.</p> <p>The Panel will act in accordance with the Town Council's Disciplinary and Grievance Procedure.</p>
Restrictions	Due to the nature of the business to be transacted other Members of the Town Council will not be invited to attend meetings unless their presence is required.

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	Responsibilities	Powers
1	To deal with staff disciplinary and grievance matters by: <ul style="list-style-type: none">◆ Considering complaints referred to the Panel by an employee◆ Advising the employee of the outcome of the complaint in writing	Delegated authority to deal with all disciplinary and grievance matters. Delegated authority to suspend an employee (on full pay) whilst an investigation into serious misconduct is investigated.
2	If action is being taken against the Town Clerk the Chairman of the Panel will inform the Town Clerk of the Panel's decision.	Chairman to inform the Town Clerk of the outcome on behalf of the Panel.