

# MUCH WENLOCK TOWN COUNCIL

APPEALS PANEL TERMS OF REFERENCE	
Membership	<b>THREE</b> Members of the Town Council
Quorum	<b>THREE</b> 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 should a discipline and grievance matter arise. The first order of business after its 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 work to a set agenda with the necessary supporting information.</p> <p>The Panel will act in accordance with the Town Council’s Appeals 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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	<b>Responsibilities</b>	<b>Powers</b>
1	To deal with the appeal of an employee who is dissatisfied with the decision of the Discipline and Grievance Panel by: <ul style="list-style-type: none"><li>● Reviewing a disciplinary penalty</li><li>● Advising the employee of the outcome of an appeal in writing</li></ul>	Panel to have the power to resolve.  The Panel's decision is FINAL.
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.