



APPEALS COMMITTEE

Agenda for the meeting to be held on Tuesday, 5th September 2023
at 7pm in Sandbach Town Hall (Boardroom)

Committee: Cllrs M Mitchell (Chair), J Arnold, M Deakin, M Hough and S Broad.

1. EXCLUSION OF PUBLIC AND PRESS

Action: *To determine that agenda items 4 and 5 should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].*

For the purpose of providing information, and in accordance with Council's adopted Customer Care, Contact and Complaints Policy, the attending parties involved with the appeal are permitted to remain in the room prior to the Committee's consideration of the appeal.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence to be made directly to the Meeting Clerk (Deputy Chief Officer) **by noon** on the day of the meeting.

3. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

4. INTRODUCTION

The Chair will introduce those present and confirm the procedure.

5. REPRESENTATIONS

[Documents and other evidence received, which is to be relied upon during this item, has all been circulated, within the deadline, to Committee]

Each speaker is invited to speak for a maximum 20 minutes and will, if necessary, be prompted regarding end of allotted time.

Action: *To receive statements from relevant parties (as outlined below) in relation to appeal and, following conclusion of each statement, for Committee Members to raise any questions with that speaker:*

- i. Complainant [including outline of the grounds for complaint]
- ii. Staff Member (1).
- iii. Staff Member (2).
- iv. Staff Member (1) and Complainant to be offered the opportunity of having the last word (in that order).

The Complainant, staff making representation and any representative of the complainant in attendance, will be asked to leave the room whilst Committee Members discuss the appeal and outcome.

In the event of requirement for point of clarification, all parties will temporarily be invited back into the room.

6. DECISION NOTIFICATION

All parties will be invited back to hear the Appeal Committee's decision.

Action: *to confirm decision in relation to appeal.*

7. DATE OF NEXT MEETING

There is currently no diarised future meeting of this committee. Meetings are arranged as required and in accordance with statutory deadlines.