



SANDBACH TOWN COUNCIL

APPEALS COMMITTEE

Adopted by Council: Urgency / 13 September 2023

Review Date: AGM May 2027

5 available Members of Personnel Committee.

Quorum = 3

Meetings: Meetings will take place as and when required.

Non-committee members may not attend meetings of the Committee or have access to documentation.

The Committee is responsible for:

- Considering and deciding whether individual appeals have established grounds for appeal, according to the Council's policies and Procedures.
- To gather further evidence at appeal committee hearings and to decide on the basis of that information, whether an appeal should be upheld or rejected.

Function of Committee Column 1		Delegation of Functions Column 2
1.	To determine whether any appeal made by a member of staff under any of the Council's Human Resources policies are valid.	<ul style="list-style-type: none"> • Committee,
2.	To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> • Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Only Council may uphold a decision to dismiss the Town Clerk
3.	To determine any appeals under the Council's Customer Contact Care and Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> • Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee to make redress up to the value of £500 for financial matters. • Town Clerk to make redress up to the value of £300 for financial matters.

Notes:

References to Town Clerk translate to Chief Officer and / or Chief Officer's office as determined by the Chief Officer;

Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return;

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to;

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.