

Terms of Reference

Appeals Committee



1. Purpose

The Human Resources Appeals Committee is established by the Town Council to review and determine appeals relating to human resources (HR) decisions made by the Council, where there is a right to appeal. The Committee shall ensure that all appeals are handled fairly, transparently, and in accordance with employment law, relevant policies, and procedures.

2. Membership

- The Committee shall consist of three Town Council members, including the Chair or Vice-Chair of the Council.
- Members of the Committee must have had no prior involvement in the original HR decision being appealed.
- The Committee shall appoint a Chair from among its members for the purposes of conducting meetings

3. Scope and Responsibilities

- To consider appeals submitted by employees regarding HR decisions, including but not limited to disciplinary actions, grievances, and employment terms where an appeal process is provided.
- To ensure all appeals are handled in a fair, transparent, and impartial manner.
- To review relevant documentation, policies, and any additional information provided by both the appellant and the original decision-making body.
- To allow the appellant the opportunity to present their case in person if necessary.
- To make a final determination on the appeal and provide a reasoned decision in writing.
- To ensure compliance with all legal and procedural requirements when considering appeals.

4. Meetings and Procedures

- The Committee shall meet as required when an appeal is submitted.
- A quorum shall consist of three members.
- Meetings will be conducted in accordance with the Town Council's HR policies and procedures.
- Decisions shall be reached by majority vote. In the event of a tie, the Chair shall have the casting vote.

- The Clerk to the Council (or an appropriate officer) may attend meetings to provide procedural guidance but shall not participate in decision-making.
- The Committee's decisions shall be final and reported to the full Town Council for information.

5. Confidentiality and Impartiality

- All matters discussed by the Appeals Committee shall be treated as confidential.
- Members must declare any conflicts of interest and recuse themselves if necessary.
- The Committee must operate independently of the original HR decision-making process to maintain impartiality.

6. Reporting and Record-Keeping

- A written record of the Committee's deliberations and final decisions shall be maintained.
- The outcome of appeals shall be communicated to the appellant in writing within a specified timeframe.
- A summary of appeal decisions may be reported to the Town Council, ensuring confidentiality is maintained where appropriate

7. Review and Amendment

- These Terms of Reference shall be reviewed annually by the Town Council and amended as necessary to ensure they remain relevant and effective.

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