

DISCIPLINARY AND GRIEVANCE APPEALS PANEL

TERMS OF REFERENCE

Purpose:	To deal with disciplinary and grievance appeals.
Membership:	6 Members of the Council
Quorum:	3 Members
Meetings:	As and when required
Minutes	The minutes of the Committee are to be presented to the next ordinary meeting of the Council.

The remit of this Committee is to:

1. Hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Town Clerk.
2. Hear representations by trade unions and managers in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon.
3. Consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff.