WETHERBY TOWN COUNCIL

APPEALS COMMITTEE
Terms of Reference

1. Introduction

1.1 The purpose of this Committee is to hear and determine appeals on grievance and disciplinary or complaints matters and report thereon to the Full Council.

1.2 The Appeals Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.

1.3 The Appeals Committee shall be administered and managed in accordance with these Terms of Reference, the Council's Standing Orders and Grievance and Disciplinary Policies and the Council's Complaints Procedure.

2. Membership

2.1 The Appeals Committee shall consist of three Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2 Two members of the Committee shall constitute a quorum.

2.3 Members of the Appeals Committee shall not be members of the Staffing Committee.

2.4 Members of the Appeals Committee shall not be members of the Finance & General Purposes Committee.

2.5 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council meeting.

2.6 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Appeals Committee will be filled at the next meeting of the Full Council.

2.7 Substitutions are not permitted in the event of a Member's absence from a meeting of the Appeals Committee.

3. Meetings

3.1 The Town Clerk will call Appeals Committee meetings as and when necessary.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 The first item of business on the agenda of an Appeals Committee meeting will make provision for the Committee to resolve to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

3.5 The Appeals Committee shall have an obligation to ensure that relevant parties are given an adequate hearing in accordance with the Council's grievance & disciplinary and complaints policies.

3.6 Meetings of the Appeals Committee may be recorded and transcribed.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk, circulated to Committee Members for approval and signing as a true record by the Chair of the Appeals Committee. A report from each Committee meeting to be incorporated in the minutes of Full Council meetings.

4.2 All correspondence shall be conducted through the Town Clerk. In the event of a grievance appeal relating to the said Town Clerk, correspondence should be directed through the Chair of the Staffing Committee.

5. Scope

5.1 To consider any appeals lodged following a decision made at the first stage of a grievance and disciplinary hearing.

5.2 To consider any appeals lodged following a decision made by the Finance & General Purposes Committee at the first stage of the Council's complaints process.

5.3 To consider relevant information, guidance and legislation in relation to appeals lodged.

5.4 To determine whether an appeal is upheld or dismissed.

5.5 To recommend a course of action to resolve any outstanding matters.

6. Review

6.1 The Appeals Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were prepared by Dianne Rickaby, Clerk and RFO to the Town Council.

Signed: .....Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.....

Dated: **21st May 2026**.....9.6.26.....

These Terms of Reference were adopted by the Town Council at its meeting held on 28th May 2026.

Signed: .....Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.....

Mayor of Wetherby

Printed: .....CONNOR MULHALL.....

Dated: .....09.06.2026.....

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date: **Signed by Chairman:**