

# Much Wenlock Town Council

## DISCIPLINE & GRIEVANCE PANEL

	TERMS OF REFERENCE
Membership	<b>THREE</b> Members of the Town Council
Quorum	<b>THREE</b> Members of the Panel
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders that refer to personnel matters will apply to all meetings of the Panel.</p> <p>The Panel shall be appointed annually. The first order of business of the first meeting of the Panel after its annual appointment will be to elect a Chairperson.</p> <p>The Panel will meet as required.</p> <p>Due to the confidential nature of the business that will be transacted all meetings will be held in private in pursuance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Panel will work to a set agenda with the necessary supporting information.</p> <p>The Panel will act in accordance with the Town Council's Disciplinary and Grievance Procedures.</p>
Restrictions	Due to the nature of the business to be transacted, other members of the Town Council will not be invited to attend meetings unless their presence is required.

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	Responsibilities	Powers
1	<p>To deal with staff disciplinary and grievance matters by:</p> <ul style="list-style-type: none"> <li>Considering complaints referred to the Panel by an employee</li> <li>Considering complaints referred to the Panel by full Council or the HR Committee.</li> <li>Advising the employee of the outcome of the complaint in writing</li> </ul>	<p>Delegated authority to deal with all disciplinary and grievance matters in accordance with the Council's Disciplinary &amp; Grievance procedures.</p> <p>Delegated authority to suspend an employee (on full pay) whilst an investigation into serious misconduct is investigated.</p>
2	<p>If action is being taken against the Town Clerk, the Chairman of the Panel will inform the Town Clerk of the Panel's decision.</p>	<p>Chairman to inform the Town Clerk of the outcome on behalf of the Panel.</p>