

REPORT TO	ON
Governance Committee	31 January 2018

September 2017



TITLE	REPORT OF
Appeals Committee - Terms of Reference	Interim Monitoring Officer

Is this report confidential?	No
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1. PURPOSE OF THE REPORT

Following a meeting of the Governance Committee Working Group the report seeks the approval of Governance Committee to the proposed Appeals Committee Terms of Reference prior to their submission to full Council for their final approval.

2. RECOMMENDATIONS

2.1 That Governance Committee consider and approve the draft Appeals Committee Terms of Reference at Appendix A prior to submission to full Council for their final approval.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	√

4. BACKGROUND TO THE REPORT

4.1 All Councils are required to have a written Constitution which sets out the Council's internal governance arrangements, approved procedures and protocols. As part of the Corporate Governance Action Plan 2016/17 Members of the Governance Committee agreed to carry out a thorough review of the Constitution in order to ensure that the Constitution is as clear as possible, completely up to date and fit for purpose.

4.2 Historically there have been no formal Terms of Reference for the Appeals Committee which has been convened on an ad hoc basis to consider appeals. The opportunity is being taken to draft full Terms of Reference as part of the review of the Constitution to reflect the scope of work undertaken by the Committee.

4.3 Members should note that there is a specific and separate member body required by law to deal with Statutory Officers staffing matters.

4.4 The suggested draft Terms of Reference are set out at Appendix A. The changes that have been made to the draft document since the Working Group meeting are shown by tracked changes.

5.0 Appeals Committee Terms of Reference

5.1 The Terms of Reference have been dropped into the approved template for all Terms of Reference. The draft document provides as follows:

Paragraph	Content	Justification
1.Appeals Committee	Sets out role as final internal appeal body to deal grievances & disciplinary or dismissal appeals.	New section
2. Membership	The Committee consists 6 members appointed on a politically balanced basis with the Chairman appointed each meeting as the Committee meets on an ad hoc basis.	New section
3. Terms of Reference	Sets out role to act as final internal body to hear & determine appeals under the Councils various policies & procedures including <ul style="list-style-type: none">• Dismissal for misconduct/ capability/ attendance• Redundancy selection criteria/• Grievances• Any other staffing issues referred by the Head of Paid Services	New section

6.1 Comments of the Statutory Finance Officer

There are no financial implications arising directly from this report.

6.2 Comments of the Monitoring Officer

Every Council is required to have a written Constitution which is regularly reviewed and kept up to date.

Other implications: <ul style="list-style-type: none"> ▶ Risk ▶ Equality & Diversity ▶ HR & Organisational Development ▶ Property & Asset Management ▶ ICT / Technology 	<p>There are no specific risk implications arising from this report</p> <p>There are no specific equality implications arising from this report</p> <p>There are no specific HR implications arising from this report</p> <p>There are no specific Property or asset management implications arising from this report</p> <p>There are no specific ICT implications arising from this report</p>
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7. BACKGROUND PAPERS

None

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Monitoring Officer

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