



## **BARTON UPON HUMBER TOWN COUNCIL**

### **DISCIPLINARY & GRIEVANCE TERMS OF REFERENCE – 2026/2027**

These rules are supplemental to, and do not in any way override, the Town Council's Standing Orders &/or Financial Regulations.

#### **Membership of the Community Committee**

- a) Membership of the committee will be as decided at the Annual Town Council meeting each year, and will consist of a maximum of seven members.
- b) The committee shall be subject to a quorum of three members.
- c) Usually consists of 3 members, often excluding the Chair of the Council and members already on the personnel committee to ensure impartiality.

#### **Chair / Vice Chair**

- a) The chair of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting.
- b) The vice-chair of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting.

#### **Conduct of Meetings**

- a) All meetings of the Disciplinary committee will be convened in accordance with the Town Council's standing orders.
- b) Meetings will be minuted
- c) Due to GDPR and employee sensitivity, these meetings are often held in private, and the identity of the complainant is kept confidential except to those investigating.

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### **Powers of the Disciplinary & Grievance committee**

#### **Disciplinary**

- Consider and determine disciplinary matters relating to Town Council employee(s).
- Ensure that disciplinary issues are handled fairly, consistently, and in accordance with the Council's Disciplinary Policy and employment law.
- Consider evidence presented in disciplinary hearings.
- Determine whether allegations are upheld.
- Impose disciplinary sanctions in line with Council policy.
- Refer matters for further investigation if necessary.

#### **Grievance**

- To investigate any complaints, grievances and concerns raised by the Clerk, RFO or employee (s) of the Council in accordance with Grievance and Disciplinary Policies as adopted by the Council.
- The Grievance Committee shall make recommendations to the full Council for better ways of working within Council changes. 6. The Grievance Committee shall meet as business requires, or as directed by the full Council.
- Any member of the Grievance Committee found not acting impartially may be removed.
- Any member of the Grievance Committee named in a complaint, grievance or concern may be asked to step down from the committee for the duration of the complaint and be subject to any recommendations made by any investigation.
- Anyone having a complaint, grievance or concern about an elected member will be advised to contact the relevant external body.
- Should the complainant not accept the findings of the Grievance Committee then the complainant shall be able to refer the complaint, grievance, or concern to an Appeals Panel.
- The Appeals Panel will comprise 3 members and shall be drawn from other members of the Council who are not members of the Grievance Committee.

#### **Review**

These Terms of Reference shall be reviewed annually by the Town Council and amended as necessary.