

Stocksfield Parish Council

Staffing Committee and Appeals Panel Policy

1. Background

The Parish Council may be required to appoint a Staffing Committee or an Appeal Panel in response to deal with matters connected to staffing, including allegations of misconduct.

2. Appointment of Staffing Committee or Appeal Panel

2.1 The appointment of either a staffing committee or an appeal panel will only be undertaken at a full meeting of the Parish Council. The Chair will determine whether an extraordinary meeting of the Council is needed to ensure that any procedure contained within other policies is not constrained by time. The Council will establish a staffing committee and an appeal panel in connection with individual matters. Where a new matter arises, the Council will meet to appoint a new staffing committee or appeal panel as appropriate. Councillors who have been appointed to previous staffing committees or appeal panels may be appointed to subsequent committees/panels to consider new matters.

2.2 Where a new matter arises and an existing staffing committee or appeal panel is still constituted, the new matter may be referred to that committee or panel without a meeting of the Council provided the requirements in sub sections 2.3 and 2.4 are met.

2.3 A staffing committee so appointed will consist of three members who have had no direct involvement in the matter and, in normal circumstances will include the Council's Chair who will Chair the committee. If the Chair has been directly involved in the matter, another councillor will be appointed and the staffing committee will appoint a Chair from amongst its number. The remit of the staffing committee is to conduct the Council's procedures as described within the Disciplinary and/or Grievance Policies as appropriate.

2.4 An appeal panel so appointed will consist of three members who have had no direct involvement in the matter and, in normal circumstances will include the Council's Vice Chair who will Chair the panel. If the Vice Chair has been directly involved in the matter, another councillor will be appointed and the appeal panel will appoint a Chair from amongst its number. The remit of the appeal panel is to conduct the Council's procedures as described within the Disciplinary and/or Grievance Policies as appropriate. No member of the staffing committee may also be appointed to the appeal panel to consider the same matter.

<i>Adoption and review history</i>	
Adopted at Parish Council meeting on	01/03/22
Reviewed on	10/05/22
Reviewed on	12/01/26
Next Review Due	12/01/27