



TERMS OF REFERENCE

Disciplinary Hearing Panel

Council has granted delegated decision making powers to the Disciplinary Hearing Panel in relation to staff disciplinary issues.

The Chair of Staffing Committee (or, in their absence, the Vice-Chair of Staffing), will appoint three members from the Staffing Committee to a Disciplinary Hearing Panel.

The Disciplinary Hearing Panel meeting will be called by the Town Clerk and notice will be given to the employee.

A minute taker will be present throughout the proceedings.

The Disciplinary Hearing Panel will follow the procedure set out in Ludlow Town Council Disciplinary Procedure.

TERMS OF REFERENCE

Appeals Panel

Council has granted delegated decision-making powers to the Appeals Panel in relation to any appeal against the decision of the Disciplinary Hearing Panel or the outcome of a Grievance.

The Chair of Staffing Committee (or, in their absence, the Chair of the Council) will appoint three members from Staffing Committee, or other trained members of the Council to an Appeals Panel. Any member who has been involved in the original Disciplinary Hearing Panel shall not form part of the Appeals Panel.

The Appeals Panel will be appointed when any appeals against dismissal, grading and grievances by employees of the Council are made.

The Town Clerk will call the meeting, and notice will be given to the employee.

A minute taker will be present throughout the proceedings.

The Appeals Panel will follow the procedure set out in Ludlow Town Council Disciplinary Procedure.