

**Hargrave Parish Council**  
**Terms of Reference for**  
**Hearing Panels for Grievance and Disciplinary Matters**

**Definitions**

In this document the following terms have the meanings assigned to them below:

Alternate Member	A person elected to serve as an alternate if an elected member cannot serve on the Staffing Committee
Chairman	The Chairman of the Hearing Panel
Panel	The Hearing Panel of the Council
Panel Member	Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'
Council	Hargrave Parish Council
Member	An elected or co-opted member of the Hargrave Parish Council

**1. General**

1.1 These Terms of Reference define the Council's specific responsibilities delegated to the Hearing Panel and were first approved by Hargrave Parish Council at its Meeting held on [date](#) . The conduct of all aspects of the Panel's work shall be treated as confidential and be governed by the Council's Standing Orders.

1.2 The Panel has no power to authorise expenditure on behalf of the Council.

1.3 Members of the public have no rights to attend meetings of the Hearing Panel.

**2. Duties & Scope of Responsibilities**

2.1 The Panel shall undertake the following duties on behalf of the Council:

2.2 Dispute Resolution Proceedings

- To hear and adjudicate upon any formal grievance issue raised by staff under this Council's Grievance Procedure.
- To hear and adjudicate upon appropriate disciplinary cases as set out the Council's Disciplinary Procedure, making recommendation to council if sanctions are to be imposed.
- To convene Appeals Panels where required

- To make a Code of Conduct Complaint to the Monitoring Officer where the Hearing Panel determines that the Code has been breached by a member of the Council.

2.3 The Hearing Panel will conduct its activities in accordance with Council’s personnel policies, the ACAS Code of Practice on Discipline and Grievance 2015, relevant Employment legislation and Data Protection Regulations.

### **3. Powers**

3.1 Subject to the power, set out in paragraph 2 immediately below, the Panel shall have no other powers.

3.2 The Chairman, subject to the agreement of the Panel’s Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

### **4. Membership and Quorum**

4.1 The Panel shall consist of 3 Members and an Alternate Member, all of whom shall be elected from Members of the Council. The Panel shall appoint one of the members to be the Panel’s chairman for the duration of the Hearing Process.

4.2 The quorum shall consist of 2 Panel Members. For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Panel Member is unable to participate.

### **5. Meetings**

5.1 Calling Meetings: The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

5.2 Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Panel meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

### **Alterations to these Terms of Reference**

The Panel has no powers to alter or temporarily suspend these Terms of Reference.

The Council may change these Terms of Reference using the procedure set out in the Council’s Standing Order number: 4.

Version	Date adopted	Minute ref	Reviewed
1	Sept 2023	23-68 c	