



Alwoodley Parish Council: Appeals Panel Terms of Reference

1. Purpose and Remit

The Appeals Panel is a committee of the Council established to hear and determine appeals against any decision made by the Staffing Panel in relation to grievance or disciplinary matters. The Panel's objective is to provide an independent and impartial review of the original decision to ensure fairness, consistency, and compliance with employment law (NALC Model Disciplinary Procedure).

2. Appointment of Members

- **Composition:** The Panel shall comprise three members of the Parish Council.
- **Independence:** To maintain impartiality, members appointed to the Appeals Panel must **not** be members of the Staffing Panel and must have had no prior involvement in the case being appealed.
- **Appointment:** Members are appointed by the Full Council as required or at the Annual Council Meeting (Alwoodley Standing Orders).

3. Chairman

- The Chairman of the Appeals Panel shall be appointed by the members of the Panel at the start of each meeting (Alwoodley Standing Orders).

4. Meetings and Quorum

- **Quorum:** The quorum for a meeting of the Appeals Panel shall be three members (Alwoodley Standing Orders).
- **Frequency:** The Panel will meet only as required to support the formal appeal process.
- **Notice:** Agendas will be issued with at least three clear days' notice wherever possible.
- **Confidentiality:** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public will be excluded from the meeting during consideration of these items due to the confidential nature of personnel business.

5. Delegated Powers

The Appeals Panel has delegated authority to:



- **a)** Review the original decision made by the Staffing Panel and any new evidence presented.
- **b)** Uphold, overturn, or modify the original decision (NALC Model Disciplinary Procedure).
- **c)** Ensure the employee’s statutory right to be accompanied by a colleague or trade union representative is respected (NALC Model Disciplinary Procedure).
- **d)** Issue a final written decision on behalf of the Council. There is no further internal right of appeal following the decision of this Panel (NALC Model Disciplinary Procedure).

6. Administration

- The Clerk (Proper Officer) will be responsible for the administration of the meeting, including the agenda and minutes, unless it is inappropriate.
- If the appeal involves the Clerk, the Panel will agree upon a member of the panel to prepare all administration to ensure a conflict-free process.

7. Governance

- The Panel will operate in accordance with the Council’s adopted **Standing Orders, Digital Media and Electronic Communication Policy, and Records Retention & Disposal Policy.**

Adopted: [Insert Date]

Review Date: [Insert Date — recommended annually at the Annual Meeting]

Prepared for Re-Adoption at the 6th March Meeting