



# Grievance Committee Terms of Reference

**2024**

## **Purpose of Grievance Committee**

The Committee is appointed by full Council to deal with all grievance and complaints matters and reporting back to full Council as required.

1. The Grievance Committee is a committee of the Council, consisting of 3 members that do not sit on the Staffing Committee and does not include the current Chair of Council.
2. The Chairman of the Grievance Committee will be appointed at the first meeting of the Committee.
3. Any powers granted under these Terms of Reference shall be exercised in accordance with any written instructions which may be given by the full Council, and which the full Council may vary at any time.
4. The role of the Grievance Committee consists of investigating any complaints, grievances and concerns raised by the Clerk, RFO or employee of the Council in accordance with Grievance and Disciplinary Policies as adopted by the Council.
5. 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.
7. The quorum shall be 3 members; 2 deputies can be appointed to alleviate any problems with numbers if a member of the committee is named in a complaint, grievance, or concern.
8. The Grievance Committee shall have fully delegated powers to resolve any complaint, grievance or concern which has been raised and report its actions to the next meeting of the full Council.
9. The Grievance Committee shall have the right to meet in closed session, without the attendance of non-members, should it see fit.
10. Any member of the Grievance Committee found not acting impartially may be removed.
11. 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.
12. Anyone having a complaint, grievance or concern about an elected member will be advised to contact the relevant external body.
13. 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.
14. 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.