

## EMPLOYEE APPEALS SUB-COMMITTEE

### Terms of reference:

1. That the General Purposes Committee establish an Employee Appeals Sub-Committee with the following terms of reference:-
  - To consider and determine appeals by employees under human resources procedures requiring a member level decision.

### Membership:

2. That the membership of the Employee Appeals Sub-Committee comprise:-
  - 2.1 A panel of **three members** to be appointed by the Director of Law, Probity and Governance on an ad hoc basis for each employee appeal from a pool of all Members of the Appeals Committee or, should they be unavailable, their appointed substitutes.
  - 2.2 The first item of business at each Employee Appeals Sub-Committee shall be to appoint, from amongst the Sub-Committee Members, a Chair for the appeal hearing.
  - 2.3 The quorum for the Employee Appeals Sub-Committee shall be three Members.
  - 2.4 Members may serve on an Employee Appeals Sub-Committee panel only after they have received annual training at this Council on policies and procedures relevant to the consideration and determination of the appeal with which the Sub-Committee is charged.
  - 2.5 In the case of an appeal which gives rise to any issues relating to safeguarding of adults or children, no Member may sit on the Employee Appeals Sub-Committee to consider that appeal unless they have previously received training in safeguarding matters to the satisfaction of the Director of Law, Probity and Governance and the Corporate Director, Children Schools and Families or the Corporate Director, Adults Health and Wellbeing as appropriate.
  - 2.6 The Director of Law, Probity and Governance shall be authorised to convene meetings of the Employee Appeals Sub-Committee, established by the Appeals Committee, to discharge functions on its behalf, subject to the criteria set out in paragraphs 2.1 to 2.5 above.