



CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Grievance/Complaints Committee - Terms of Reference

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted April 2010, particularly with reference to Standing Order 31 'Allegations of breaches of the code of conduct'

Committee Membership

The Committee meeting shall comprise of five parish councillors, not including the Parish Council Chairman, to be drawn from the whole council. Membership of the committee meeting will be decided by the Parish Council Chairman unless the reason for convening the meeting is due to an allegation against the Chairman, in which case the Proper Officer will confer with the Vice-Chairman. In the case of both the Chairman and Vice-Chairman being ruled out of involvement with the Committee, then the Proper Officer will confer with the remaining members of the Council as appropriate.

The quorum for any committee meetings shall be three members.

Aim of the Grievance/Complaints Committee

- 1.1 The Committee shall meet upon notification to the Parish Council, either via the Proper Officer the Chairman or the Monitoring Officer, of an alleged breach of the Members' Code of Conduct.
- 1.2 Breaches of the Members' Code of Conduct are referred to the District Standards Committee for investigation, therefore the Committee will seek to be kept informed of progress from that committee.
- 1.3 The Committee will arrange for the preparation and collation of evidence if required for investigation by the District Standards Committee.
- 1.4 Whilst maintaining confidentiality at all times the Committee will make known its findings at the next appropriate Parish Council meeting.
- 2.1 The Committee shall meet upon notification to the Parish Council from the Proper Officer to deal with staff grievances in accordance with their contract of employment.
- 3.1 The Committee shall meet if considered appropriate following notification to the Parish Council, either via the Proper Officer the Chairman or any member, of any complaint that cannot be dealt with by the usual complaints procedure.