

Sheviock Parish Council

Terms of Reference: Selection and Appeals Committee

1. Objective

- 1.1 The Selection and Appeals Committee is constituted to consider and select a short list for interview for all applications for Employment and to adjudicate on all Appeals to decisions of the Grievance or Disciplinary Committees referred to Sheviock Parish Council by an employee.

2. Membership

- 2.1 Membership shall consist of the Vice Chairman of the Parish Council and two councillors elected to serve at the annual Parish meeting of Sheviock Parish.
- 2.2 The Vice Chairman of the Parish Council will be the Chairman of the Selection and Appeals Committee.
- 2.3 A third councillor who has not served on the Disciplinary Committee who considered the original Disciplinary or Grievance action may be co-opted from time to time by the full council, where the full council considers this is appropriate.

3 Standing Orders and Policy

- 3.1 The Standing Orders approved by Sheviock Parish Council for Parish Council meetings will apply to meeting of the Selection and Appeals Committee.
 - 3.1.1 Three (3) members will constitute a quorum.
- 3.2 The Selection and Appeals Committee and its Chairman will act in accordance with Sheviock Parish Council's Disciplinary and Grievance Procedures.

4 Responsibilities

- 4.1 To review all candidates who apply for employment by the Parish Council and recommend a short list for interview to the full Parish Council.
- 4.2 To carry out Appeal hearings under the Council's Disciplinary and Grievance Procedures and to recommend action to the full Parish Council.

5 Meetings

- 5.1 Meetings will be held as required and in accordance with the time scales set down in the Parish Council's Disciplinary and Grievance Procedures and as required for the short listing of applicants for employment.

6 Status of reports received from the Selection and Appeals Committee

- 6.1 Recommendations from the Selection and Appeals Committee shall be reported to the Parish Council for approval by resolution.

Date:

Signed: