



Sheviack Parish Council

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Terms of Reference: Disciplinary Committee

1. Objective

- 1.1 The Disciplinary Committee is constituted to consider all Grievance Action referred to Sheviack Parish Council by an employee or councillor, or Disciplinary Action against an employee (disciplinary action against a councillor will be dealt with through the Code of Conduct provisions).

2. Membership

- 2.1 Membership shall consist of 3 persons with gender balance maintained as far as is practicable.
- 2.2 The persons appointed will be Sheviack Parish Councillors appointed by the full parish council from time to time but may also include independent external members co-opted where the full council considers this is appropriate.
- 2.3 The full council will decide who of the membership should be the chairman of the committee.
- 2.4 Members of the Disciplinary Committee who consider a Disciplinary or Grievance Action shall be disbarred from consideration for membership of an Appeals Committee established to adjudicate on the same Action.
- 2.5 If the Clerk is the subject of a Disciplinary or Grievance Action being considered, then a councillor will be appointed to record the minutes.

3 Standing Orders and Policy

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

4 Responsibilities

- 4.1 To carry out 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.

6 Status of reports received from the Disciplinary Committee

- 6.1 Reports and minutes of Disciplinary Committee meetings shall be reported to the full Parish Council for approval by resolution.