

## **Terms of Reference for LMPC Staff Appeals Committee (SAC)**

### **Membership**

The Committee shall consist of 3 Councillors who are not members of the Staff Employment, Discipline and Complaints Committee (SEDACC).

### **Quorum and Standing Orders**

The Quorum will be 3 councillors. In the event that it is known prior to a meeting that the meeting would not be quorate then the Chairman of the Committee or in his absence the Vice Chairman of the committee can co-opt additional councillor(s) and/or an independent expert as may be required to make it quorate as long as the majority of the resultant membership are councillors. Otherwise the Council's "Standing Orders" will apply to the committee. As the matters under discussion will normally be of confidential in nature members of the public and press will be excluded from these meetings and the confidential minutes of the committee will not be published.

### **Chairing of the meeting**

The meeting will be chaired by the Chairman of the committee or in his absence by the Vice-Chairman of committee

### **Frequency of meetings**

The Committee will meet as and when required

### **Responsibilities and delegated powers**

The Committee:

has full delegated powers to discharge SAC's responsibilities as described in the Council's "Grievance Procedure"

has full delegated powers to discharge SAC's responsibilities as described in the Council's "Disciplinary Procedure".

Approved by Council November 9<sup>th</sup> 2017.