



Bridlington Town Council

Terms of Reference Disciplinary & Grievance Committee

1. By virtue of s101 & s102 Local Government Act 1972, Bridlington Town Council has resolved to delegate some of its functions to the Grievance Committee.
2. The Grievance Committee shall be appointed for one year and be elected at the Annual Meeting in May.
3. The Committee shall consist of **three** Councillors who are not members of the Staffing Committee, appointed annually at the Annual Meeting in May.
4. The Quorum of the Committee shall be **three**.
5. The Mayor and Deputy Mayor shall not be members of the Committee.
6. The Committee shall elect a Chairman throughout the term of the Committee.
7. Attendance is strictly restricted to only those elected to the Grievance Committee.
8. All Standing Orders adopted by Full Council shall apply to the Grievance Committee.
9. Notices/agendas of the meetings of the Grievance Committee shall be sent to Grievance Committee Councillors, with a copy being placed on the Notice Board and on the website.
10. Minutes of the meetings of the Grievance Committee shall be kept with copies being placed on the Council's website following receipt at Council.
11. No meeting shall commence until the Grievance Committee has decided if the press and public should be excluded.
12. The Grievance Committee shall be delegated the following powers:
 - a. Consider and determine any grievances from members of staff, which the Clerk has previously given a decision on.
 - b. Consider and resolve any grievances from the Clerk.