



WINCANTON TOWN COUNCIL

TERMS OF REFERENCE OF THE COMPLAINTS COMMITTEE

Purpose

To conduct staff grievance and disciplinary processes through to hearings as appropriate, with delegated authority to see such complaints in relation to the Clerk through to a conclusion including the determination of any sanctions (where this is deemed appropriate). The Complaints Committee will conduct such processes in line with the council's relevant policies, Standing Orders and relevant statutory law.

Conduct of Meetings

- The Complaints Committee shall be administered and managed in accordance with these Terms of Reference.
- All business undertaken at the Complaints Committee shall be done so in accordance with the Town Council's Standing Orders and current legislation.
- The Complaints Committee has authority to proceed to expenditure up to the budget previously agreed by Full Council.
- The Complaints Committee shall ensure that statutory and legal requirements and best practice are adhered to.
- All matters discussed at the Complaints Committee shall remain **Confidential**.

Adopted at the Full Council Meeting on 24th August 2020 Minute 0083

Reviewed: May 2021
Next Review: May 2022