



Buckden Parish Council

Disciplinary, Capability and Grievance Committee

Type

Committee

Membership

The Committee will have a minimum of 3 Parish Councillors, consisting of Chair, Vice Chair and lead of the Finance Advisory Group. This membership will be ratified at the Annual Meeting of the Parish Council (The first meeting of the Parish Council year)

The Committee will be chaired by the Chair of the Council

Quorum and Attendance

The quorum shall be the 3 members of the committee

Purpose

The committee will, on behalf of the Parish Council, carry out the following responsibilities:

- To act as the Council's Disciplinary, Capability and Grievance Panel when required.

Authority

The Committee has the authority devolved to it by the Council to make decisions and recommendations on its behalf in relation to Disciplinary, Capability and Grievance responsibilities in accordance with the law and accepted management practices.

Meeting arrangements

The Committee will meet as and when required.

Reporting

Reports on the work of the Committee will be provided to Parish Clerk and the full Parish Council as required.

Review

ToR will be reviewed annually, or when required by government legislation.

Version Control

Date amended	Reason for version change	Amended by
October 2023	Establishment of Committee	Chair of Compliance Advisory Group

