

**GRIEVANCE COMMITTEE**  
**Head of Paid Service, Chief Finance Officer and Monitoring Officer**  
(A Quasi-Judicial Body)

**GENERAL**

- To consider and determine an investigation of Grievance as may be recommended by the Investigating Officer.
- A decision making body with full delegated powers.

**MEMBERSHIP, CHAIRMANSHIP AND QUORUM**

- Number of Members: **5**
- Substitute Members permitted: **YES**
- Whether Proportionality applies: **YES**
- Appointments/Removal from Office: As expressed through the wishes of the Political Groups and given effect to by the Council by way of resolution.
- Eligibility/Non-Eligibility for Membership:
  - Members of the Chief Executive, Directors and Chief Officers Disciplinary Committee and the Appeals Against Dismissal Committee are not eligible.
- Quorum: **3**
- Eligibility/Non Eligibility for Chairmanship/Vice-Chairmanship:
  - All Members of the Committee are eligible

## PROCEDURES

### Compilation of Agenda

The Democratic Services, Scrutiny and Governance Manager shall be responsible for the compilation of the Agenda in consultation with the Investigating Officer.

## FUNCTIONS

- 1 To consider and determine Grievance cases where:
  - An employee raises a grievance against the Chief Executive, S.151 Officer or the Monitoring Officer.
  - Where the Chief Executive raises a grievance, by definition this will be against an individual elected member(s) or the Council.
- 2 In the event of a Grievance case involving the Chief Executive, the relevant national Conditions of Service (as set out by the JNC for Chief Executives and the Chief Officers) should be consulted.
- 3 Where disciplinary action may result in dismissal of a Statutory Officer, the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 must be followed.
- 4 For the purposes of this Constitution, 'disciplinary action' shall mean:-

Any action occasioned by alleged misconduct which, if proved, would according to the usual practice of the authority, be recorded in the Officer's personal file, and includes any proposal for dismissal of an Officer for any reason other than redundancy or permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the authority has undertaken to renew such a contract.

## DELEGATED POWERS

As detailed in Functions.