

# APPENDIX K

## CULLOMPTON TOWN COUNCIL

### POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of an Extraordinary Committee meeting held on

Wednesday 2<sup>nd</sup> May 2018 at 10am in The Cullompton Scout Centre

**Present:** Cllr James Buczkowski (in the chair) and Cllrs: Iain Emmett, Lloyd Knight and Mike Thompson.

**1. APOLOGIES:** Cllr Eileen Andrews.

**2. DECLARATIONS OF INTEREST:** None.

**RESOLVED:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

**3.** To consider staff grievance, with a proposal to: create an independent panel made up of the members of the Appeals Sub-Committee, chaired by the Deputy Town Mayor, to investigate and report back within two weeks on the grievances raised.

**RESOLVED:** That the Policy, Finance and Personnel Committee sets up an independent panel made up of members of the Appeals Sub-Committee, chaired by the Deputy Town Mayor, to establish the facts and basis of the grievance, and then report back within two weeks on the grievances raised. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

**RESOLVED:** That the independent panel has the following terms of reference;

1. To establish the facts of the grievances raised on 26<sup>th</sup> April 2018 by three members of staff;
2. Meet and discuss with the members of staff their grievance, in accordance with our rules and best practice, to establish the basis and any relevant information, without offering any possible solutions or resolutions;
3. Interview any witness, as there may be, to support the establishment of facts;
4. Keep all documents, meeting notes and other material strictly confidential in accordance with standing orders, Section 11 and 19.
5. Produce a confidential and redacted summary report of the established facts and possible resolutions;
6. Present the summary report to an extraordinary meeting of the Policy, Finance and Personnel Committee within 14 days;
7. If required, Clerk support for the sub-committee is provided by an independent clerk from outside of the MDCC area.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

The meeting was closed.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_