

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
1st February 2021 at 7.00pm.

Present:	Councillors:	D Jones	Chairman
		D Abbott	
		S Goodchild	Substitute
		M S Kennedy	
		A Slough	
		S Thorne	Substitute
	Officers:	Debbie Marsh	
		Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	C Copleston	
		K Wattingham	
Also present:	Councillor:	R Morgan	

11487 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor Copleston (Councillor Slough substituted) and Cllr Wattingham (Councillor Goodchild substituted)

11488 QUESTIONS FROM THE PUBLIC

None.

11489 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11490 EXCLUSION OF PRESS AND PUBLIC

- Establishment of a Disciplinary, Grievance and Appeals sub-committee

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Cllr Morgan left the meeting once exclusion of press and public was agreed.

11491 ESTABLISHMENT OF A DISCIPLINARY, GRIEVANCE AND APPEALS SUB-COMMITTEE

Members were advised that a grievance had been submitted. The Grievance Policy will be followed.

The grievance was being dealt with as a formal grievance (Section 3). The grievance had been submitted to the Chair of the Corporate Services Committee (Section 3a).

Section 3b required the Corporate Services committee to appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors. Three of which would form the Grievance Sub Committee to formally hear the allegations, the remaining 3 councillors would form the Appeals Sub Committee should it be necessary. The sub-committees would appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter should be appointed one of the sub-committees.

Members were advised that an investigator had not yet been appointed.

Members received an extract from the Committee Functions & Terms of Reference. This sets out the Functions and Terms of Reference for the Sub Committee. Specifically, it noted that membership shall be drawn from all members of town council.

Resolved: To appoint a Disciplinary, Grievance and Appeals sub-committee of six councillors, comprising:

Grievance sub-committee

**Cllr Jones
Cllr Kennedy
Cllr McMahon**

Appeals sub-committee

**Cllr Morgan
Cllr Copleston
Cllr Y Farrell**

The Chairman declared the meeting closed at 7.24pm

Dated this 1st day of March 2021

Chairman