

**PART 3**

**RULES OF PROCEDURE**

**PART 3J: APPEALS COMMITTEE PROCEDURE RULES**

1. ~~Appeals Committees dealing with employment appeals or trade union disputes will have in attendance the relevant Senior Human Resources Manager or his or her nominee to advise as appropriate. Appeals relating to employment matters are delegated to the Chief Executive (or Nominated Officer)~~
2. An Appeals Committee will consist of Councillors who have been trained in hearing appeals. ~~Members who are Cabinet Members may sit on an Appeals Committee which has been convened to hear appeals by employees but not on Appeals Committees dealing with other types of appeal.~~
3. The membership of each Appeals Committee and any Statutory Review Board will comprise the appropriate number of members as selected by the City Solicitor on an ad hoc basis from a Panel of Councillors who have had training in determining appeals and any statutory or other requirements for review boards.
4. The Chair of an Appeals Committee or a Statutory Review Board will be appointed by the Committee or Review Board at the start of each meeting.
5. Each Appeals Committee will comprise three Councillors (subject to any statutory requirements to the contrary) and all three Councillors will be required to be present to consider the appeal.
6. No Councillor who has had any previous knowledge or dealings with the matter which is the subject of an appeal will be eligible to serve on an Appeals Committee that considers that matter. ~~In relation to an Appeals Committee dealing with an employment dispute, no Councillor who is a trade union official, employee or other office holder shall be permitted to be a Member of the Committee.~~
7. Appeals Committees are subject to the Access to Information Procedure Rules set out in Part 3B.
8. Appeals Committees are the subject of the proportionality requirements set out in the Local Government and Housing Act 1989 and the City Solicitor in selecting membership of any Appeal Committee or statutory review board will ensure that the membership properly reflects the political make-up of the Council.
9. Decisions of the Appeals Committees are not the subject of call-in.
10. The City Solicitor or ~~their~~his or her representative will attend all meetings to advise and record proceedings.