

KIRKBURTON PARISH COUNCIL

DISCIPLINARY & GRIEVANCE COMMITTEE

Meeting to be held on Thursday, 16 August 2018 at 7.30 pm
at Burton Village Hall, Northfield Lane,
Highburton, Huddersfield HD8 0QT

A G E N D A

1. **Election of Committee Chairman for 2018-19**
2. **Apologies and Declarations of Interest:** To receive apologies from members unable to attend, and members to declare interests in any of the items on the agenda.
3. **Public Participation:** Members of the public are invited to address the Committee on any issue which is included in its terms of reference for up to 3 minutes each.
4. **Admission of the Public:** To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1 (2).
5. **Disciplinary and Grievance Policy:** To note the Council's Disciplinary and Grievance Policy for use in the consideration of this complaint. Enc
6. **Complaint Received – Background and action taken to date:** To consider verbal reports from the Chairman, immediate past Chairman and the Deputy Line Manager on the background and actions taken to date on the complaint.
7. **Delegation to Sub-Committees:** To delegate authority to the Disciplinary and Appeal Sub-Committees to carry out the further work on the complaint, in accordance with the Council's Disciplinary and Grievance Policy.
8. **Election of Sub-Committees:**
 - a) **Disciplinary Sub-Committee:** To elect the councillors onto the Disciplinary Sub-Committee in accordance with the Council's Disciplinary and Grievance Policy.
 - b) **Appeals Sub-Committee:** To elect the councillors onto the Appeals Sub-Committee in accordance with the Council's Disciplinary and Grievance Policy.
9. **Training Needs:** To determine the training needs of Councillors and how these needs will be met and make a recommendation to Council.
10. **Meetings:** To consider employing a temporary clerk via Kirklees Council to cover the meetings and make a recommendation to Council.
11. **Financial Implications:** To consider the costs of this disciplinary process and request the Council to identify funding, if necessary.

Tel: 01484 604391
E-mail: clerk@kbpc.co.uk

Office Hours:
9.30 am – 1.30 pm Monday and Thursday
An answerphone is available outside of these hours

Mrs Angela Royle
Clerk to the Council
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Highburton
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9 August 2018