

### Lancashire Combined Fire Authority

#### Appeals Committee outline Terms of Reference

The Appeals Committee meets only when required. Political balance rules and regulations apply.

The Appeals Committee's core function is to hear and determine final stage internal appeals against grievances, high level disciplinary matters where the final sanction has involved dismissal, or final internal stage complaints by members of the public, specifically:

- Unresolved grievances against the Chief Fire Officer;
- Stage 3 Complaints by members of the Public who are dissatisfied with the manner in which the LFRS has performed;
- Appeals against dismissal of staff at Director level.

It is preferable, although not essential, that members of the Committee have some background knowledge in business or people management or within a trade union.

It is also recommended that members of the Committee attend appropriate training where possible.

The Appeals Committee will only be quorate and therefore constitutionally able to conduct business and make decisions if there are at least 3 members present. Should the Committee be inquorate it shall stand temporarily adjourned for 30 minutes and if, thereafter, there is still not a quorum the meeting shall stand finally adjourned. At the point of adjournment, or subsequently, the Chair may agree arrangements for the meeting to be reconvened.