22 October 2026

To Members of the Council

Dear Sir/Madam

You are hereby summoned to a meeting of the **GRIEVANCE PANEL**
(Cllrs: Butterick, Woodhead, and Hedges)
which will be held in the Greenwood Room in Hebden Bridge Town Hall on
TUESDAY 3 NOVEMBER 2026 at **10am**

[redacted]

Emma Green
Clerk to the Council

AGENDA

1. **To receive apologies and reasons for absence.**

2. **To receive members' interests relating to agenda items for this meeting.**

3. **To approve the minutes of the meeting held 12 June 2026 as a correct record and take any matters arising not itemised in this agenda.**

4. **To note the Terms of Reference**

5. **EXCLUSION OF THE PRESS AND PUBLIC**
   To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

6. **REVIEW OF GRIEVANCE & RECOMMENDATIONS**
   To review the status of recommendations made in the grievance report and to consider and decide on future actions as appropriate.

Hebden Bridge Town Hall
St. George's Street
Hebden Bridge HX7 7BY

info@hebdenroydtowncouncil.gov.uk
01422 842181

GRIEVANCE PANEL
held FRIDAY 12 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT
Councillors Butterick, Hedges and Woodhead

Minutes **Cllr Hedges**

ABSENT
Councillors None

MINUTES

26(G)080	**1. To elect a Chair and Deputy Chair to the Committee.** **RESOLVED:** that Cllr Butterick be Chair of the Grievance Panel for 2026 - 27. **RESOLVED:** that Cllr Woodhead be Deputy Chair of the Grievance Panel for 2026 - 27.
26(G)081	**2. To receive apologies and reasons for absence.** No apologies were received at this meeting.
26(G)082	**3. To receive members' interests relating to agenda items for this meeting.** There were no members interests reported at this meeting.
26(G)083	**4. To note the Terms of Reference** **RESOLVED:** To approve the Terms of Reference as presented.
26(G)084	**5. EXCLUSION OF THE PRESS AND PUBLIC** Councillors considered the exclusion of the public and press during consideration of items of a confidential nature. **RESOLVED:** to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of item 6 due to its confidential nature.

26(G)085	**6. GRIEVANCE INVESTIGATION & RECOMMENDATIONS** Councillors considered the report provided following an independent investigation into the grievance raised against the Town Council. **RESOLVED:** to accept the conclusions of the independent investigations into the grievance lodged by an employee, that it had been upheld in part. The meeting accepted recommendations 181, 182, 183 and 185. The meeting considered further actions, but no decisions were made. The meeting notified the employee of the outcome of the meeting.

Meeting finished at 11am

Adopted 18 August 2025
Full Council – Minute 156

Hebden Royd Town Council

GRIEVANCE COMMITTEE
TERMS OF REFERENCE

Membership: 3 Councillors (Plus two nominated deputies)

Non-councillor: Non councillors are not elected to this committee.

Quorum: Three Town Councillors with voting rights

Meetings: As required

1. Introduction

1.1 The purpose of this Committee is to investigate any complaints, grievances and concerns raised by the Town Clerk, RFO or employee of the Council in accordance with Grievance Policies as adopted by the Council.

1.2 The Grievance Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these Terms of Reference shall be made to the Full Council.

1.3 The Grievance Committee shall be administered and managed in accordance with these Terms of Reference, the Council's Standing Orders and Grievance and Disciplinary Policies.

2. Membership

2.1 The Grievance Committee shall consist of three Town Councillors to be elected annually at meeting following the Annual Meeting of the Town Council.

2.2 The quorum of this committee is three.

2.4 The Chair is to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council meeting.

2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Grievance Committee will be filled at the next meeting of the Full Council.

2.6 Two deputies can be appointed to alleviate any problems with numbers if a member of the sub-committee is named in a complaint, grievance or concern. Substitutions are not permitted.

2.7 Any member of the Grievance Committee named in a complaint, grievance or concern may be asked to step down from the sub-committee for the duration of the complaint, and be subject to any recommendations made by any investigation.

3. Meetings

3.1 The Town Clerk will call Grievance Committee meetings as and when necessary.

3.2 Members will be summoned to attend meetings which will usually be held at Hebden Bridge Town Hall.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 The first item of business on the agenda of a Grievance Committee meeting will make provision for the Committee to resolve to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

3.5 The Grievance Committee shall have an obligation to ensure that relevant parties are given an adequate hearing in accordance with the Council's grievance & disciplinary policies.

3.6 Meetings of the Grievance Committee may be recorded and transcribed.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk, circulated to Committee Members for approval and signing as a true record by

the Chair of the Grievance Committee. A report from each Committee meeting to be incorporated in the minutes of Full Council meetings.

4.2 All correspondence shall be conducted through the Town Clerk. In the event of a grievance appeal relating to the said Town Clerk, correspondence should be directed through the Chair of the Staffing Committee.

5. Scope

5.1 To undertake hearings for Grievance matters in accordance with the Council's Grievance Procedures.

5.2 The Grievance Committee shall have fully delegated powers to resolve any complaint, grievance or concern which has been raised and report its actions to the next meeting of the Full Council

5.3 To deal with Grievance matters to a final conclusion, only reporting to Council when the time for any appeal has passed.

5.3 To make final decisions on any outcomes of grievance or staffing matters including individually, financially and procedurally.

5.4 The Grievance Committee shall make recommendations to the Staffing Committee for better ways of working within Council.

5.6 To consider any other matters delegated to the Committee by the Council.

5.7 Should the complainant not accept the findings of the Grievance Committee then the complainant shall be able to refer the complaint, grievance or concern to an Appeals Committee.

6. Review

6.1 The Grievance Committee's Terms of Reference are to be reviewed annually at the first meeting following the Annual Meeting of Hebden Royd Town Council.