APPENDIX A

GOVERNANCE, FINANCE AND RESOURCES COMMITTEE

22 September 2026

Extract of Minutes – Recommendations to Council

15.7	**External Audit (AGAR) update** The RFO introduced the external auditor's report. She explained that the Town Clerk and RFO did not agree with some of the comments received and she discussed these with the Committee, as per the Town Clerk's Open Report. It was noted however that the Town Council had successfully passed the 2025/26 Annual Governance and Accountability Return (AGAR). She added that the Town Clerk and RFO would take their concerns back to the internal/external auditors in due course. It was proposed, seconded and unanimously agreed to approve the External Auditor's report of the 2025/26 AGAR submission for recommendation to Council.	
	RECOMMENDED	**That the External Auditor's report of the 2025/26 AGAR submission be approved for adoption.**
15.8	**Appeals Sub-Committee and Terms of Reference** The Committee considered the proposal to establish a Sub-Committee to consider any staffing appeals. It was proposed that the Appeals Sub-Committee should comprise of three Members and nominations were sought. Consideration was also given to the Terms of Reference for the Sub-Committee and it was then unanimously	
	RECOMMENDED	**1. That an Appeals Sub-Committee be established comprising of Councillors Coles, McNaught Barrow and Vos.** **2. That the Terms of Reference for the Sub-Committee be approved.**

Stratford-upon-Avon Town Council

Appeals Sub-Committee

Terms of Reference

The Appeals Sub-Committee is a Sub-Committee of the Governance, Finance and Resources Committee.

Terms of Reference

1. Consider and determine appeals arising from the Council's adopted grievance, disciplinary, capability and Flexible Working Policies and procedures, where an employee has exercised their right of appeal against a decision, in accordance with the relevant Council policy or procedure.

2. Ensure that any grievance, disciplinary, capability and flexible working matters which are referred to the Sub-Committee are considered in accordance with the Council's adopted policies and procedures, and that employees are afforded their appropriate rights of representation and appeal.

3. Make recommendations to the Governance, Finance and Resources Committee or Full Council where a matter falls outside its delegated authority.

Membership

4. The Sub-Committee shall comprise three Councillors appointed from the membership of the Governance, Finance and Resources Committee. Membership may rotate and shall be appointed in advance of any matter being considered which may subsequently be subject to an appeal. Members appointed to the Sub-Committee shall not participate in the original decision of the Governance, Finance and Resources Committee in respect of that matter.

5. A minimum of the three appointed Members must be present for a meeting of the Sub-Committee to proceed. The quorum shall therefore be three.

6. The Chair of the Sub-Committee shall be appointed by the Members present at each meeting of the Sub-Committee.

7. Where a Member is conflicted or otherwise unable to participate in a particular matter, the Sub-Committee shall ensure that the matter is considered by Members who are eligible to participate, subject to the quorum being maintained.

8. Members appointed to the Sub-Committee should have regard to the confidential and sensitive nature of employment matters and shall comply with the Council's Code of Conduct, relevant confidentiality requirements and all applicable employment policies and procedures.

Delegation and Duration

9. The Sub-Committee shall exercise such delegated authority as is granted to it by the Governance, Finance and Resources Committee in accordance with the Council's Constitution and relevant employment policies and procedures.

10. The Sub-Committee shall remain established for the municipal year, unless otherwise determined by the Governance, Finance and Resources Committee or Fu

Document Ownership	Review
Governance, Finance and Resources Committee	September - Annually