



Date agreed	Committee	Minute number	Renewal date
12 <sup>th</sup> May 2025	Full Council	16/25.2.7	May 2026
11 <sup>th</sup> May 2026	Full Council	21/26.1.5	May 2027

## Buckingham Town Council Appeals Committee Terms of Reference

### 1. Name

1.1. The Committee shall be known as the **Appeals Committee**.

### 2. Composition

Membership will consist of the Mayor of the Council and Chairs of the Council's four Standing Committees. In the absence of any Chair, the Vice-Chair of the relevant Committee would delegate.

2.1. Councillors who are not Members of the Committee may not attend the meeting.

### 3. Chair

3.1. The Committee shall be chaired by the Mayor, or in their absence the Deputy Mayor.

### 4. Quorum

4.1. The Committee shall be subject to a quorum of 3.

### 5. Area of Operations

The Committee shall be responsible for the Town Council's functions:

5.1. Hearing appeals to complaints made to the Council under the Complaints Policy.

5.2. Hearing appeals made to complaints made regarding Freedom of Information Request responses made by the Town Council.

### 6. Powers and Responsibilities

6.1. Making final decisions on complaints made to the Council.

6.2. Making final decisions on complaints made to the Council regarding responses to Freedom of Information requests.

### 7. Conduct of the Meeting

7.1. All meetings of the Appeals Committee shall be convened in accordance with the Town Council's Standing Orders, current legislation and relevant policies.

7.2. All business undertaken at the Appeals Committee shall be done so in accordance with the Town Council's Standing Orders, current legislation and relevant policies.