



APPEALS COMMITTEE Terms of Reference

The Appeals Committee shall be convened when and if it is needed.

1. Membership and Quorum

- I. The Committee shall comprise at least 3 External members of the Corporation. One of these members shall be appointed as Chair of the Committee.
- II. No person may sit on the Appeals Committee who has an interest in its findings or has been involved in any way in the investigation or action leading up to the reference of the appeal to the Committee.
- III. The Governance Advisor shall function as Clerk to the Committee and shall keep appropriate records of its proceedings, unless he/she is the subject of the appeal, has an interest in its findings or has been involved in any way in the investigation or action leading up to the reference of the appeal to the Committee.
- IV. HR professional expertise will be called upon as and when required.
- V. The quorum for a meeting of the Committee shall be 3 members of the Committee.

2. Terms of Reference

- I. To consider, and make decisions on, appeals from staff in relation to action resulting from:
- II. The College's approved disciplinary (capability and conduct) procedures.
- III. The College's approved grievance procedures.
- IV. The College's approved redundancy procedure
- V. The above will include the following:
 - A decision by the Chair of Governors or, in the Chair's absence, the appointed Vice Chair, to suspend from duty, upon receipt of HR advice and guidance, the holder of a senior post or the Governance Advisor for serious or gross misconduct.
 - A decision by the Principal and CEO, to suspend from duty, upon receipt of HR advice and guidance, a member of staff for serious or gross misconduct.
 - A decision by the Disciplinary Committee to dismiss, or otherwise discipline, a senior post holder, upon receipt of HR advice and guidance.
 - A decision by the Chair or, in the Chair's absence, the appointed Vice Chair, to dismiss the holder of a senior post including the Governance Advisor with immediate effect for serious or gross misconduct, upon receipt of HR advice and guidance.

Document Name: Appeals Committee ToR	Policy No:
Approved Date: Draft July 2023	Review Date: July 2024
Approved by: Full Governing Body	EqIA Completed: Yes
Author: Governance Advisor and Head of Executive Office	Monitoring & Evaluation: Search & Governance Committee

- A decision by the Principal and CEO to dismiss a member of staff with immediate effect for serious or gross misconduct, upon receipt of HR advice and guidance.
- To consider, and make the final decision on, appeals from Senior Post Holders against the individual performance indicators (targets) set by the Remuneration Committee, the assessment of performance against those indicators (targets) and the annual determination of salary.

3. Notes

- Notes of all meetings of the Committee shall be kept by the Vice Principal Organisational Development and Engagement and Governance Advisor

4. Report of Meetings

- If any report is required subsequently it shall be compiled by the Vice Principal Organisational Development and Engagement and presented to the Remuneration Committee.

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